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## Yates County Job Leads March 26, 2018

### AUTOMOTIVE/DRIVERS

#### **Class A CDL Driver (Penn Yan, NY)**

- Class A CDL truck driver wanted. Full time position available. Please call Last Chance Trucking at 315-729-4355.

Chronicle Express 3/21/18

#### **Counter/Driver (Penn Yan, NY)**

- Full time position. Well-established local auto parts location is looking for a full time energetic person to work as a counter/driver in local market. Please send resume to: Box #592, c/o The Chronicle Express, 138 Main Street, Penn Yan, NY 14527.

Chronicle Express 2/28/18

#### **CDL B Driver (Penn Yan, NY)**

- City Hill Excavating Inc. is currently hiring Stone Slinger Operator positions. If you are passionate for what you do, and are looking for a rewarding truck driving position then this job is for you. This position offers competitive pay, and benefits.

MUST HAVE:

- Clean Class B CDL license
- Prior Experience Driving a Class B Vehicle
- Great Customer Service skills
- Excellent attention to detail

Craigslist post ID: 6539469983 3/22/18

#### **CDL A Driver (Phelps, NY)**

- Earl T Wadhams Inc., a local Bulk Milk Hauler Is looking for a Class A TT Driver for a Local Home Daily position. GREAT SCHEDULE (4 days on 2 days off) NEW: PAY SCALE .... AND.... MONTHLY BONUS FOR DRIVERS!! TRANSPORT and FARM PICK UP POSITIONS AVAILABLE
  - Must live in the Phelps, NY Area (daily commute)
  - Will need Tanker Endorsement
  - Must have clean MVR and Recent TT experience\*.
  - Paid Vacations - 3 days after 6 months.
  - Paid Holidays
  - Blue Cross and Blue Shield Medical
  - Rx Coverage
  - Dental Coverage
  - Vision Care
  - 401K Retirement Plans
  - Profit Sharing

Modern, Well Maintained Equipment., Company Supplied Uniforms. Just out of School? Call us, we can help you get that experience through our extended training program. - Get paid while gaining the required experience! CALL RECRUITING TODAY AT 800-334-1314 X1178 for more details!!

Craigslist post ID: 6531476964 3/15/18

#### **Autobody Collision Tech (Geneva, NY)**

- Busy shop seeking experienced automotive collision tech. Must have experience & own tools. We are a well-established shop, providing a clean, friendly work environment. Benefits and competitive pay. Please call to discuss. Call Geneva Coach Inc., ph.: 315-789-9809, ask for Todd.

Craigslist post ID: 6526866260 3/11/18

### **Auto Tech (Geneva, NY)**

- We are a 50-year-old, high volume shop. A family atmosphere, non-flat rate shop. Looking for a minimum B level tech. NYS inspector license needed. Any ASE certifications would be a plus. Wage and benefit package to be discussed. J-March Auto is a highly respected service facility with an outstanding community reputation. Apply in person or phone for interview. 315-789-9186. Craigslist post ID: 6519011241 3/5/18

### **Truck Driver (Penn Yan, NY)**

- We are currently looking for an over the road driver. We mainly run the east coast. We do a range of different work from pulling refrigerated freight, dump trailer work, tanker, etc. If interested contact Chad at Last Chance Trucking @ 315-729-4355. Craigslist post ID: 6520922748 3/6/18

### **Delivery Driver (Penn Yan, NY)**

- As a Full -Time Delivery Driver for GPC, your focus is on getting the right parts to the right people at the right time. Our deliveries are the heartbeat of our Wholesale business, and our Drivers are critical to our success. GPC delivers quality experience not only to our customers but to our employees, in the form of career growth opportunities, great benefits including 401(k), and a parts discount! Responsibilities: Passion for developing relationships with our customers, care and responsiveness while driving and delivering our parts, ability to work independently while engaging with customers as the face of GPC throughout the day, building long-term relationships with the customers you deliver to. Qualifications: The ideal Full -Time GPC Delivery Driver: Minimum 18 years of age, agility to bend to floor-level shelves and reach to upper shelves (eight feet) with use of stool or ladder when necessary, stamina to stand and walk for entire work shift, strength to lift 60 lbs. of merchandise, utilizing both manual and automatic transmission vehicles, handling cash charge transactions correctly and core/part returns appropriately, maintaining a distribution log or tracking system to record all deliveries/pickups made, lifting merchandise up to 60 lbs. for deliveries, inspecting, protecting and maintaining company assets, merchandise, vehicles, building and people, clear speaking and attentive listening skills, driving throughout the metropolitan area using maps and directions, flexibility in schedule including evenings, weekends and holidays, valid driver's license with: No DWI convictions within the past four years, no more than one moving violation AND/OR fault accident in the last three years, successfully pass Pre-Employment drug screen and background check. Apply at: <https://my.jobs/35ae993628024edda31db6ece220109b161> OSOS 3/26/18

### **Mechanic (Dundee, NY)**

- Wanted: Full-time Mechanic, 40 hours per week, Monday-Friday. Please call 607-243-7339 if interested. Workforce Development 3/26/18

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

- We are looking for an experienced, highly motivated mechanic with a great attitude to come join our growing team. Offer competitive salary, retirement, and health insurance. Come put your application in today! 106 Horizon Park Dr. Penn Yan. Workforce Development 3/7/18

### **Taxi Driver (Penn Yan, NY)**

- Keuka Taxi is expanding their team! Are you looking for a part-time or full-time job? Something with flexibility? Opportunities available with our fast-growing company! Must be available to alternate weekends with our current staff. Our company currently offers Medical Transport, On Demand Taxi, Wine Tours, Weddings, Concert Shuttles, Join in Wine Tours, and Airport Transportation. Join our team today! Stop in and see Teresa for an application at 246 East Elm Street, Penn Yan, NY! Workforce Development 3/5/18

## **CUSTOMER SERVICE/SALES**

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

- Help wanted: Sales Associate in the Finger Lakes region. Requirements: Own vehicle needed, high school diploma required, sales experience preferred. Set your own hours. Full or part time. Description: Sales representative to cover the finger Lakes area. Needs 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 3/21/18

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

- Full and part time help wanted. Apply at Penn Yan Express Stop, 101 North Ave., Penn Yan. Chronicle Express 3/21/18

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

- Local automotive firm is looking for a part time sales person to work 16-20 hours per week with flexible hours. Please send resume to Box #591, c/o the Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 2/28/18

### **Winery Tasting Room Sales (Geneva, NY)**

- Ravines Wine Cellars is looking for energetic people with a passion for food & wine to join our team at our tasting room in Geneva. Candidates must have excellent communication and customer service skills, an outgoing and positive personality and enjoy working with the public. Ravines is committed to the production of high quality wines and we strive to create a unique and entertaining tasting experience for our customers. Our sales team is responsible for presenting the wines to customers in a friendly and informative manner, restocking wine displays which requires the ability to lift 40 lb. cases of wine, work behind a tasting bar during sales presentations and help with set up and service for special wine and food events. Candidates must be able to work weekends. We are looking for friendly people interested in wine. Please email resume to hiring manager. Part-time and full-time seasonal positions available. Geneva Tasting Room at 400 Barracks Road, Geneva, NY. Craigslist post ID: 6532333997 3/16/18

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

- Ravines Wine Cellars is looking for energetic people with a passion for wine & food to join our team at our tasting room in Keuka Village. Candidates must have excellent communication and customer service skills, an outgoing and positive personality and enjoy working with the public. Ravines is committed to the production of high quality wines and we strive to create a unique and entertaining tasting experience for our customers. Our sales team is responsible for presenting the wines to customers in a friendly and informative manner, restocking wine displays which requires the ability to lift 40 lb. cases of wine, work behind a tasting bar during sales presentations and help with set up and service for special wine and food events. Candidates must be able to work weekends. We are looking for friendly people interested in wine. Please email resume to hiring manager. Part-time and full-time seasonal positions available. Keuka Lake Tasting Room at 14630 State Route 54, Keuka Village. Craigslist post ID: 6532331920 3/16/18

### **Tasting Room Associate (Rock Stream, NY)**

- Starting May 2018 - Training April 2018. Looking for a fun, high-energy environment to meet and work with new/friendly people this summer & fall? Earn extra money with a weekend job and learn about wine, hospitality, and sales while doing it! Barnstormer Winery is seeking an enthusiastic and hard-working Tasting Room Staff to help reach our goals in the 2018 season with our front of the house operations and high-end customer service. This position has great opportunity for growth in a young company. It is recommended candidates have some experience in hospitality and/or service, preferable a minimum of 1-year winery/wine experience. Those with past sales experience will also be strongly considered. Communication and a proactive personality (people person) are key functions for the job  
-Interacting with small and large groups of customers and managing traffic flow in the winery in a friendly, efficient manner with a focus on customer experiences  
-Exploring new ways to drive sales  
-Operating an IOS-based Point-of-Sale  
-Must be 21 or older and have reliable transportation  
-Tasting room organization, cleanliness, signage and displays  
-Must be responsible, flexible, energetic, able to prioritize properly, ambitious, willing to jump into any project or task, and above all, capable of helping a young winery and brand grow to its potential.  
-Must be able to lift 40+ pounds and have reliable transportation.  
-6-20 hours per week, based on how busy the winery is throughout the seasons and how much work you're looking for,  
-Must be able to work most Saturdays. Please e-mail a cover letter and resume to Kyle Knapton. This is an hourly position with compensation DOE and tips. Applications will be reviewed and if you qualify, we will reach out to schedule an interview along with professional and character references. Please email or call with additional questions. Thank you!

Craigslist post ID: 6523291401 3/8/18

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

- Fulkerson Winery on the West side of Seneca Lake is seeking individuals who are proactive in providing great customer service and have excellent customer service skills. You should be able to work independently or as a team player! Applicants should be ambitious, dependable, energetic, honest, responsible and dedicated to continuing the quality service that has become the backbone of our business. A self-starter with organizational skills, able to lift 40 pounds, and flexible scheduling with the ability to work weekends are a must. A minimum of one-year experience is preferred. A resume and cover letter is required to apply. Craigslist post ID: 6520384634 3/6/18

### **Winery Tasting Room Associate (Himrod, NY)**

- Small production, estate winery seeks a tasting room associate for the 2018 Season (Est. March 30-Dec 7). Join a family owned, high quality producer of Finger Lakes wine. Candidates (21 yrs.+) should have:
  - A knowledge of & passion for local & international wines
  - Interpersonal and customer service skills
  - The ability to conduct wine tastings for groups of 4-8 people at a time
  - The ability to lift a case of wine (42 lbs.)
  - The ability to ring up & cash out customers (making change, calculating tax, etc.)
  - The availability to work weekends (Fri/Sat/Sun) 11am-5:30/6pm
  - A desire to work in a growing & thriving local industry!

Craigslist post ID: 6516783070 3/3/18

### **Wellness Coach and Customer Service (Penn Yan, NY)**

- Are you a person who is passionate about health and fitness and also a customer service professional? We are currently seeking a full-time associate to work in our state of the art Snap Fitness Facility in Penn Yan, NY. The successful candidate will be front and center working with all aspects of the membership process in the facilities. You must also have a current certification or be willing and able to complete a nationally recognized certification program to become a fitness professional within the first 6 months of employment. Upon completion you will be working with our members as a wellness coach in addition to customer service duties. Duties include front desk membership sales and service and maintaining a clean and hygienic environment for our members. Upon completion of certification you will complete fitness assessments and teach functional training classes as well as individual training to ensure achievement of health and wellness goals of our members. Skills and qualifications required:
  - Bachelors or Associates Degree in a related field preferred.
  - Excellent verbal and written communication skills
  - Commitment to health, wellness, and physical fitness
  - Detail oriented
  - Ability to follow directions and process
  - Must be a fantastic Team Player
  - Excellent customer service skills
  - Ability to multi task and work under pressure
  - Available to work any days, nights and weekends as needed
  - Excellent sales and service skills

The successful candidate will receive tuition reimbursement for NASM certification upon successful completion and adherence to company policy and terms of employment. If this job REALLY excites you, please submit a resume and cover letter telling us why you would be a great fit. Apply at:

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=d3f591cfc25a8b9f>

Indeed.com 3/26/18

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

- Retail business looking for reliable, motivated, hardworking individual for part time position with the potential for full time. Individual must have excellent customer service skills, be able to assemble furniture and set up office spaces. Other responsibilities will include cleaning, stocking merchandise, assisting customers, cash register operations, and other duties as assigned. Must have valid driver's license and able to lift at least 50lbs. Interested applicants should send resume to [lisa.principio@dfa.state.ny.us](mailto:lisa.principio@dfa.state.ny.us) or drop off in person at Workforce Development, 417 Liberty St.

Workforce Development 3/20/18

### **Health and Wellness Associate (Penn Yan, NY)**

- The primary purpose of the Wellness Ambassador is to increase customer satisfaction, loyalty and utilization of pharmacy and clinical services by effectively promoting and selling services provided by Rite Aid inside and outside of assigned store. The Wellness Ambassador is also required to perform all tasks in a safe manner consistent with corporate policies and applicable laws. For a list of duties, requirements, or to apply, please visit <https://my.jobs/c2be16ec8e234a2db06f5c7c57910294161>

OSOS 3/26/18

### **Customer Account Representative (Penn Yan, NY)**

- Customer Account Representative: The role of Customer Account Representative can mean different things at different places. Around here, it signifies that you are on the move. If you like sitting behind a desk, watching the clock, then this isn't the role for you. But if you're just as likely to break a sweat as you are to smash a sales goal, then apply today. We're seeking driven individuals capable of managing different accounts while treating each customer as though they were your only one. Of course, you also help ensure customer accounts stay up to date and adhere to company standards. The bottom

line is that you are seeking more than a job. You are seeking a career. That's what being a Customer Account Representative at Rent-A-Center is all about. Why should you work at RAC? Move your career to the center of an industry-leading company. Creating opportunity for others is what we're all about. That's why we make a point to promote from within. Endless growth potential? The chance to work with top brands and top talent? Yeah, you can do all that here. And then some. Do you have what it takes? Must be at least 19 years of age, have a high school diploma or GED, valid state driver's license and good driving record. We have thousands of employees. But we take care of them one by one. How would you like to have Sundays off? Yes, every Sunday. We offer a comprehensive and competitive benefits package that includes everything from health insurance to a 401(k) and generous paid time off. But you'll find the real benefits to joining us come from within. Everything we do is about enriching people's lives. Yours included. You can work your way to the future you want. We'll help you own it. Apply at: <https://my.jobs/2ef4a152aa6247c89ba640d1b411f019161> OSOS 3/26/18

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

- Carey's True Value is looking for self-starting, dedicated, hardworking individuals to provide excellent customer service, present hardware and home improvement solutions to all guests, generating sales, housekeeping, merchandising, signage, pricing, cash register operations (POS) and loss prevention in accordance with all company policies/procedures and store standards. This person will also be required to perform other store operational tasks as needed. Apply in person at 163 Main St., Penn Yan, NY. OSOS 3/5/18

#### **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 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 3/12/18

## **EDUCATION/SCHOOLS**

#### **Hobart and William Smith Colleges- Multiple Positions (Geneva, NY)**

- **Administrative Assistant, Office of Academic and Faculty Affairs-** Responsible for day-to-day operations of the Office of Academic and Faculty Affairs; manages faculty and departmental accounts, budgets, and reports as needed; and assists members of the Office in administrative projects.
- **Records and Scheduling Coordinator, Registrar's Office-** Provides administrative and technical support for the Registrar's Office while serving as a resource for students, faculty, and staff in regards to grading, degree declaration, classroom reservations, etc.
- **Campus Safety Officer I-** Conducts active and random patrols of campus grounds and buildings in uniform, on foot, and by vehicle to ensure the effective and efficient execution of the mission of the departments in providing a safe and secure environment for individuals and property at the Colleges.  
For more information regarding positions' responsibilities, qualifications, and application instructions may be found on our webpage for administrative staff positions at: <https://hws.edu/offices/hr/employment/staff.aspx>.

Dundee Observer 3/14/18

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

- Teacher Assistants needed at Rainbow Junction- Get paid to teach, work and play with infants, toddlers and pre-schoolers! Required: high school diploma and 18 years of age or over. Experience and some ECE preferred. Must pass background check. Call 536-2703 or email [andrearainbowj@gmail.com](mailto:andrearainbowj@gmail.com) for details. Workforce Development 3/26/18

#### **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 3/19/18

#### 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 3/12/18

## HEALTHCARE/HUMAN SERVICE

#### Patient Navigator (Bath, NY)

- Helping patients get healthy one day at a time. Do you like talking with and helping people every day? Would you describe yourself as a good listener and a multi-tasker? If so, you might be a great fit for our patient navigator position. As Patient Navigator, you will be guiding patients through the complex healthcare system and advocate for them. You will assist our patients make appointments, assuring their attendance, and connecting them to support services. A Patient Navigator is a vital part of Finger Lakes Community Health – one of the fastest growing health centers in New York State. With eight health centers and over 26,000 patients providing primary care, dental, and behavioral health services. Being a good communicator is an important skill you need to be successful in this position. If you are interested and have the following additional qualifications, we encourage you to apply. Let's talk! Job Type: Full-time. Required education: High school. Required license or certification: Valid New York State Driver's License. Required language: Fluent in Spanish and English. <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=6fcab4067c18a19b> Indeed 2/26/18

#### Speech Therapist (Yates County)

- Provides physician ordered speech/language therapy services, which include assessment, planning, developing and implementing an individualized patient therapy plan. Coordinates speech/language therapy with the interdisciplinary team care plan. For a full list of responsibilities and requirements and to apply, visit <https://my.jobs/6ee4721427cf4ab1a6057088aece26a5161> OSOS 3/26/18

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

- **Full Time Opportunities:**
  - Accounting Coordinator
  - Kitchen Aide – Senior Nutrition
  - HEAP Clerk/Typist
  - American Job Center Coordinator- System Leader
  - Early Childhood Education Teachers
  - Early Head Start Home Visitors
  - Construction Laborer
- **Part Time Opportunities:**
  - Project Care Van Driver
  - Floating Site Coordinator
  - Van Driver – Senior Nutrition
  - 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 3/19/18

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

- Certified Nurse Aide Training Program
- CNA LTC
- ED Crisis Evaluator
- EMT Basic- Cohocton
- In-Patient Counselor
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Mechanic II/Groundskeeper
- Nurse Manager- LTC
- Nutritional Services Supervisor
- Paramedic/ Critical Care EMT
- Pharmacy Tech II
- Radiology Tech II
- Registration Representative
- RN- Adult Day Center
- 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 3/26/18

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

- Substitute Residential Direct Support Professional
- Residential Direct Support Professional
- Direct Support Professional- Center for Lifelong Learning
- Substitute Direct Support Professional- Center for Lifelong Learning
- Substitute Administrative Assistant
- Residential Direct Support Professional- Overnights
- Group Teacher- Keuka Lake School/Daycare
- Vocational Counselor
- Direct Support Professional- Community Support Services

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

Workforce Development 3/26/18

**Residential Assistant Manager (Penn Yan, NY)**

- Provides assistance and support to the Residential Manager in maintaining the general operations of the assigned Catholic Charities Community Services residential setting. In the absence of the Residential manager, provides for the supervision, assistance and instruction of all staff and individuals. For a full list of qualifications and duties and to apply, please visit <https://www.ccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/181-res-asst-mgr-py>

Workforce Development 3/5/18

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

Workforce Development 3/12/18

## **HOSPITALITY/RESTAURANT**

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

- Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for Housekeeping Cleaners. We are currently seeking experienced and driven candidates! Full time and 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 and be able to walk flights of stairs. Interested candidates that have little to no experience in housekeeping should still apply! We're willing to train and work with the right candidates! This position is performance based - we're looking for individuals who will do exceptional work and want to grow their careers at Belhurst Castle. We offer a competitive hourly wage plus bonus! Join our friendly and supportive work environment! Become part of our family and see why so many of our associates have made Belhurst Castle their career. Contact us today - we can't wait to hear from you! Responsibilities include but are not limited to:
  - Ensure that all assigned guestrooms are cleaned and that each room meets the hotel's cleanliness standards.
  - Tasks like vacuuming, cleaning, sanitizing, making beds, cleaning showers/bathrooms, checking all fixtures, equipment and room conditions (television, radio, lights, heating/cooling, furniture, wallpaper, etc.) for proper operation, settings and maintenance.
  - Work as part of a team of housekeeping cleaners to make sure all 47 hotel rooms are cleaned to the highest degree.

Craigslist post ID: 6543205317 3/26/18

### **Laundry Attendants (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for Laundry Attendants. We are currently seeking experienced and driven candidates! Full time and part time positions are available in addition to an overnight laundry attendant. Interested individuals must be willing to work flexible hours including weekends and holidays. Must have reliable transportation to and from work and be able to walk flights of stairs. Interested candidates that have little to no experience in hotel laundry should still apply! We're willing to train and work with the right candidates! This position is performance based - we're looking for individuals who will do exceptional work and want to grow their careers at Belhurst Castle. We offer a competitive hourly wage plus bonus! Join our friendly and supportive work environment! Become part of our family and see why so many of our associates have made Belhurst Castle their career. Contact us today! We can't wait to hear from you! Responsibilities include but are not limited to:
  - Ensure that all hotel laundry is completed in a timely manner. This includes laundry from the hotels, restaurants, spa/salon, etc.
  - Wash, dry, fold and organize laundry for the various departments at Belhurst Castle.
  - Work as part of a team of laundry attendants to make sure all laundry is cleaned and washed to an appropriate degree.

Craigslist post ID: 6543210525 3/26/18

### **Guest Services Manager (Geneva, NY)**

- We are looking for a Guest Services Manager for our award-winning Holiday Inn Express in Geneva, NY. This person must have prior hotel experience and strong attention to detail. Job Summary: Responsible for the overall operation of the front desk, which includes room rental, reservation management, employee staffing, training, record keeping, report preparation, guest relations, and act as manager on duty when assigned.
  - Adhere to Employee Handbook Procedures
  - Model & supports company values including confidentiality
  - Leader by example, Influential; Team player. Not afraid to be hands on.
  - Well working professional relationship with employees.
  - Neat appearance by following Holiday Inn Express Standards Handbook
  - Must be neat and organized.
  - Good communication with guests. Interaction and Follow up.
  - Planning, suggesting, and participating with new ideas; Marketing & Operational.
  - Responsible for personal & professional development growth of self & staff.
  - Acting as Manager on duty while General Manager in not on property.
  - Assist General Manager as needed.
  - Ensures that all policies, procedures, federal, state, and local ordinances with regard to personnel, security, cash handling, guest relations and safety are followed.
  - Ensuring that all Holiday Inn Express standards are adhered to by self & staff.
  - Responsible for marketing projects.
  - Acting as a role model to all staff by keeping employee morale at a high by being positive at all times. Inappropriate behavior will not be tolerated.
  - Making sure that the property is up to standards by being neat & clean.



- To be available & to be able to be of assistance when needed
  - Guests to be attended to in a timely professional manner.
  - Ensuring that that all operational aspects are adhered to by self and staff.
  - Ensuring highest available rates for room rentals-monitoring ADR and sales.
  - Taking immediate action to respond to positive and negative feedback given from comment cards by sending a letter as soon as received.
  - Any billing inquiries to be handled (no shows, duplicates, etc.)
  - Responsible for training new team members.
  - Work scheduled shifts according to Schedule Guidelines sheet to control labor.
  - Monitoring availability at all times to prevent overbooking.
  - Come up with new ideas for the monthly incentive program.
  - Responsible for maintaining a 24-hour front desk schedule.
  - Bank deposits are to be deposited into bank the following working business day when GM is not on property.
  - Maintaining proper inventory & stock of all required items for all departments to work efficiently and effectively while controlling purchasing costs.
  - Monitoring and following up with any outstanding direct bills over 30 days.
  - Responsible for the cleanliness and upkeep of hotel in and out.
  - Ultimately responsible for upkeep of property when G.M. not on property.
  - Continues to grow and learn all aspects of every department for personal growth.
  - Ability to lift, push, or pull a minimum of 35 pounds.
  - Guidelines may be modified at any time deemed necessary.
- Please forward email to this post and we will schedule an interview should you meet the criteria.

#### **Snug Harbor- All Positions (Hammondsport, NY)**

- Snug Harbor on Keuka Lake is opening in May for the 2018 season, newly remodeled and under new management! We are hiring for ALL positions, full and part time. We are looking for positive, reliable, honest, and hardworking people to join our team.
  - Cooks, bartenders, and hosts should have at least 1-year experience.
  - Servers with experience are preferred, although we will train the right candidate with no experience.
  - Also hiring bussers and porters; no experience necessary.
- Please reply to this ad with your resume or a letter of interest. Craigslist post ID: 6541425071 3/24/18

#### **Park Inn Restaurant- All Positions (Hammondsport, NY)**

- Hiring All Positions- Host/Hostess, Servers, Sous Chef, and Dishwasher. If interested, please send resume and cover letter to our info email address listed on this post. REQUIREMENTS: Be dependable and responsible- report at scheduled time. Ability to work in a fast-paced environment. Time management skills. Must have a high school diploma.
- Craigslist post ID: 6535794294 3/19/18

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

- We are looking for professional wait staff to serve meals and drinks for breakfast and lunch shifts. Applicants must be able to ensure customer satisfaction and augment our establishment's reputation. Requirements: Must be 16 years of age or older. Responsibilities: Show customers to their seats and present menu options, take orders and deliver them to the table accurately and in a timely manner, deliver checks and accept payment, guarantee cleanliness standards, work with other staff members as a team, be responsible for opening and/or closing duties.
- Craigslist post ID: 6535794294 3/19/18

#### **Full Time Cook (Hammondsport, NY)**

- If interested, please send resume and cover letter to info@crookedlakeicecream.com. REQUIREMENTS: Required to have 1 year of prior cooking experience, must have servsafe food handler certificate, be dependable and responsible- report at scheduled time, ability to work in a fast-paced environment, ability to operate grill, sauté and fryer, time management skills to ensure orders are prepared in a timely fashion, must have a high school diploma. RESPONSIBILITIES: Maintain clean food preparation equipment, work areas, and counters or tables, inventory of food and smallwares monthly, must adhere to established recipes and procedures at all times, work with other kitchen staff and wait staff as a team, follow food, health, and safety procedures at all times, communicate to supervisor any and/or all issues. Craigslist post ID: 6535773062 3/19/18

#### **All Restaurant Staff (Penn Yan, NY)**

- Business is booming at the Skyline Trading Post and summer is right around the corner! Now hiring kitchen staff, dishwashers, wait staff, and bartenders! We are open from 6am to 10 pm so we have lots of shifts available! Stop out to

3103 Skyline Dr. and fill out an application! No experience necessary, but some kitchen experience preferred. If applying for that position, we will happily train hardworking, honest people who want to come make money with us!

Craigslist post ID: 6527952475 3/12/18

#### **Hotel- Multiple Positions (Dresden, NY)**

- Small seasonal hotel on Seneca Lake seeks reliable, responsible employees for the 2018 season from May 1-late October.  
-Handyman- Mature, reliable, independent and experienced individuals sought. Applicants must have own transportation and general tools. VERY flexible schedule with 10-30 hours a week at a fixed hourly rate. Experience with all manner of lite carpentry, plumbing, electric, and painting necessary. Extra consideration for experience with pools, boats and small engines.  
-Bartender- Mature, independent and flexible individual sought to tend and manage a small hotel bar. Must be available most weekends and evenings from 4:00-12 pm with own transportation. Opening and closing responsibilities entailed. Good conversationalist with regional knowledge a plus.  
-Maid Service- Seeking responsible, attention to detail oriented individuals with cleaning experience and their own transportation. Neat, presentable appearance and dress mandatory. Availability 5-7 days a week, a must. General hours will be from 9am to 2pm. Workload will fluctuate with the season. Potential for crossover work in kitchen/dining available. Please contact via E-mail with basic resume/personal description and contact information. Looking to hire immediately and there is work available starting now for the right applicants. We are an equal opportunity employer.

Craigslist post ID: 6523152065 3/8/18

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

- AVI Foodsystems is America's largest, family-owned, and operated food and hospitality provider. We are hiring a Full-Time Grill Cook in Keuka Park. We are looking for a hardworking, friendly, and service oriented person who is passionate about preparing and serving excellent food!

##### **JOB DUTIES:**

- Prepare and cook food for service
- Maintain proper grill cooking temperatures
- Ensure that all kitchen equipment is clean and professional in appearance at all times
- Manage food inventory
- Maintain a safe work environment
- Encourage good customer relations through product promotion

##### **REQUIREMENTS:**

- Proven experience as cook
- Experience in using cutting tools, cookware and bakeware
- Strong work ethic
- Ability to lift 30 pounds
- Ability to multi-task in a fast-paced environment
- Excellent communication skills
- Ability to maintain positive attitude

##### **BENEFITS: AVI offers -**

- 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

To apply for this position, please click on this link: <http://www.jobs.net/j/JWlktQdx?idpartenaire=10018>

Craigslist post ID: 6522916574 3/8/18

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

- Dining Supervisor in Keuka Park, NY at AVI FOODSYSTEMS, INC. Job Description: Oversee front end production, follow opening procedures, including opening and handling cash drawers, comply with all policies and procedures, including but not limited to food and physical safety programs, communicate any issues of concern to management, follow all safety requirements at accounts, adhere to grooming and appearance standards, perform any other duties as specified by management. Job Requirements: Previous culinary/foodservice experience required, excellent customer service and communication skills, successful team leadership experience, moving, bending, stooping, lifting and standing on a frequent basis, ability to lift up to 15 pounds frequently; lift up to 30 pounds occasionally, experience with Microsoft Office Suite is

necessary. Benefits: AVI offers 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, discount program. We conduct pre-employment drug testing. Apply at: <https://my.jobs/7fb6947002d64a9283f8bdab69d7fe8d161> OSOS 3/26/18

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

- Utility Worker in Keuka Park, NY at AVI FOODSYSTEMS, INC. Job Description : 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. Benefits: AVI offers: 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, discount program. We conduct pre-employment drug testing. Apply at: <https://my.jobs/d509ac55be3d4da7b6bb8a322ca58235161> OSOS 3/26/18

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

- Applicant should have a strong passion for personal progression and quality control. Must be willing to learn from others and constantly strive for bettering the operation. Must be able to handle a fast-paced, stressful environment with great attention to detail. Looking for friendly, dependable, responsible, hardworking individual with a passion for the industry. Must be willing to help in all areas and to cross train for other positions. Experience necessary. Job Duties Include: -Food Prep-Preparing Orders-Basic prep work and clean up as needed. Serious applicants only, please feel free to contact me via email with your resume and contact information. Apply at: <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vik=37fc2bb1074824e7> Indeed 3/19/18

#### **Serving (Dresden, NY)**

- Spotted Duck is now taking applications for part and full time serving positions and a full time managerial position. Experience in public relations and/or food service preferred. Please send resumes to [sdcreamery@gmail.com](mailto:sdcreamery@gmail.com) Workforce Development 3/26/18

#### **Split Shift Barista/Cook (Geneva, NY)**

- Busy Restaurant looking for cook/barista. This is a split position and will be full time. Must be available mornings and weekends. Experience in food service necessary. Must work well with others, look presentable at all times, and be able to lift twenty-five pounds. Looking to hire and train asap. 486 Exchange St, Geneva. Apply at [https://www.facebook.com/pg/OPUS-Espresso-Food-Bar-458093824302959/jobs/1666199270139142/?source=attached\\_post\\_homepage\\_stream](https://www.facebook.com/pg/OPUS-Espresso-Food-Bar-458093824302959/jobs/1666199270139142/?source=attached_post_homepage_stream). Workforce Development 3/19/18

#### **Café Help (Penn Yan, NY)**

- Looking for part time help. Shift will be primarily 11-5 and some Saturday's. Apply at The Flour Shop Café and Bakery. Workforce Development 3/15/18

#### **Restaurant Staff (Geneva, NY)**

- We are currently looking to hire multiple team members! Both part and full-time availability. Serious applicants only! Fill out application in store or send resume to [charburrito@gmail.com](mailto:charburrito@gmail.com). 68 Castle St., Geneva, NY. Workforce Development 3/14/18

#### **The Switzerland Inn- Multiple Positions (Hammondsport, NY)**

- The Switzerland Inn is currently accepting applications for all positions, including bar staff, wait staff, kitchen staff, hosts and bussers. You can get an application at the Switz or the Keuka Restaurant. 14109 Keuka Village Rd, Hammondsport. [https://www.facebook.com/pg/TheSwitzKeuka/jobs/169093743890641/?source=attached\\_post\\_homepage\\_stream](https://www.facebook.com/pg/TheSwitzKeuka/jobs/169093743890641/?source=attached_post_homepage_stream) Workforce Development 3/12/18

#### **Luigi's Old World Market & Café- Multiple Positions (Penn Yan, NY)**

- Luigi's is hiring!!! Front of the house, register/cashier, sandwich/salad prep. Back of house, fry cook/dishwasher, Baker (experience a plus). If you are motivated and able to work in a fast pace environment, stop in and fill out an application. 521 Exchange St. downtown Geneva. Workforce Development 3/8/18

### **Banquet Set Up & Breakdown- Food Runner Position/General Laborer (Penn Yan, NY)**

- Seasonal Position from mid-April to beginning of November. Position requires person to be able to lift 50 pounds. General set up of tables, chairs per event. Cleaning event space. Cleaning other property projects as needed. Restock of bar, flatware, glassware. Dishwashing. Venue is Indoor- Outdoor Space. Day of Event position requires restocking, dishwashing, food running and bussing tables- while looking presentable at all times. This is fast paced position. Rate of Pay: Starting at \$14.00 per hour- Part time- Days working are every Thursday, Friday & Saturday (occasional Sunday) Must have reliable transportation, look presentable at all time and be a team player. Email resume to [opusfingerlakes@gmail.com](mailto:opusfingerlakes@gmail.com).

Workforce Development 3/8/18

### **Banquet Server (Penn Yan, NY)**

- Indoor-Outdoor venue. Wedding Season Begins May 4th-November 3<sup>rd</sup>. Must be able to work every Saturday and occasional Friday & Sunday. Shift is 2-11pm. Must have server experience, transportation and look presentable at all time. Starts at \$16.00 per hour. Email resume to [opusfingerlakes@gmail.com](mailto:opusfingerlakes@gmail.com).

Workforce Development 3/8/18

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

- Assist in plating appetizers, salads, and dinner entrees, dishwashing, general set up and cleaning. 1 day a week with more hours available as needed (Saturday is day of service). Rate of pay: starting at \$16.00 per hour. Email resume to [opusfingerlakes@gmail.com](mailto:opusfingerlakes@gmail.com).

Workforce Development 3/8/18

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

- Housekeeping Administrator
- Housekeeper
- Maintenance Technician
- Residential Property Coordinator (Seasonal)
- Reservation Specialist
- Night Auditor
- Laundry Technician
- Sales Development Representative

To apply for any of the positions above, please visit [http://flpplake.hrmdirect.com/employment/job-openings.php?search=true&dept=-1&city=-1&state=-1&cust\\_sort1=-1](http://flpplake.hrmdirect.com/employment/job-openings.php?search=true&dept=-1&city=-1&state=-1&cust_sort1=-1)

Workforce Development 3/26/18

## **LABOR/AGRICULTURAL**

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

- Help wanted: Contractor/Laborer looking for worker to assist in frame to finish construction and renovation projects. Experience preferred. Looking for an energetic, dependable, motivated individual who needs minimal supervision on projects. Must have own transportation and basic hand tools. Contact Ryan at (315) 270-2328. Chronicle Express 3/21/18

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

- Full-time experienced Vineyard Worker, Tabora Vineyards, Inc., Dundee NY. Contact Phil at (607)207-7403.

Chronicle Express 3/21/18

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

- Village of Penn Yan has announced the following two seasonal job postings:
  - Lifeguard (mid-June through Labor Day): Applicants must have current lifeguard certification and waterfront cpr/first aid.
  - Maintenance (April-Labor Day): Applicants must have a valid driver's license and must be able to work weekends and early morning shifts. This position is comprised of (but not limited to) janitorial work, landscaping duties, painting, and general maintenance.

Applications can be picked up and returned to the Yates County Personnel Office in the County Building off Liberty Street. You can also visit [www.yatescounty.org/Personnel](http://www.yatescounty.org/Personnel) to apply online. For more information on these positions, you can contact Dan Doyle at (315)531-1567 or email [didoyle@villageofpennyan.com](mailto:didoyle@villageofpennyan.com).

Chronicle Express 3/14/18

### **Mechanic/Yard Worker (Canandaigua, NY)**

- A well established Canandaigua Lake Marina is looking for a full time mechanic and a full time yard worker. Experience with boats is a plus. Both opportunities are year round positions, pay based on experience. Paid vacation, medical, and 401k benefits available. Email your resume to [Bob@SeagerMarine.com](mailto:Bob@SeagerMarine.com) or complete an application at our service location at 21 Parrish Street, City Pier, Canandaigua, NY 14424. 585-394-1372. Fax 585-919-3715. [www.SeagerMarine.com](http://www.SeagerMarine.com).

Chronicle Express 2/28/18

### **Farm Worker (Bluff Point, NY)**

- Full time farm employee needed for busy growing grape farm. Job Duties: tractor driver and other related vineyard work. NYS Drivers license required and ability to work 40 plus hours/week. Vineyard experience helpful but not necessary. Permanent position possible. Please send notice of interest or resume. Craigslist post ID: 6535859073 3/19/18

### **Shipping and Assembly (Stanley, NY)**

- Growing company has shipping needs that run from 1-6PM each day. Shipping is mostly by UPS. Shipping experience is a plus of course, but not required. Some days when the shipping is light, you will be expected to help with preparation of the parts we use. This keeps your schedule varied. Along the way you will learn many different manufacturing techniques from gluing, soldering, polishing, operation of mills, lathe, saws and more depending on the person. If you want, these manufacturing operations could make this a full-time position. Experience in mechanical and/or electrical assembly, or manual dexterity would be an asset for this part of the job. We believe that the workplace should be a pleasant place to be. One of the ways we try to be the best place to work is our flexible schedule; while the shipping part of the job is dictated by the UPS truck, the assembly part is wide open to whatever schedule you want. This is a low-pressure, pleasant environment. We offer 11 paid holidays, partially subsidized healthcare. Craigslist post ID: 6515799217 3/2/18

### **Construction Project Manager (Penn Yan, NY)**

- City Hill Construction Inc. is a growing excavating/ site work contractor in the finger lakes area and we are looking for a full-time Construction Project Manager. We offer competitive pay, paid holidays, paid vacation, 401(k), and health insurance including dental and vision.

Project Manager daily duties include but are not limited to:

- Read and fully understand civil plans and contract documents.
- Must have great computer skills including Microsoft Word, Excel, Outlook. Knowledge of Quickbooks would be a plus.
- Prepare RFI's, submittals, change orders, contracts, and other project documents.
- Inquire quotes from material vendors and sub contractors.
- Track daily job costs.
- Help in the bidding process.

Position Requirements/ Preferences:

- Tentative and on time. Monday Through Friday 8 to 5. Hours may vary depending on projects.
- Relevant degree in civil engineering or construction management.
- Previous construction experience in field would be a plus.
- Career minded individual looking for a long term commitment and room to grow in a growing construction company.
- Position could also be filled by an entry level individual.

Call our office or reply to this ad to inquire about the position.

Craigslist post ID: 6515289186 3/1/18

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

- Red Tail Ridge Winery is seeking a full-time seasonal vineyard employee to assist on the 52 acre property. This is primarily a labor position which includes; all labor activities related to vineyard work, some work in the winery, mostly on the bottling line and assisting with crush related activities. Qualifications:
  - Person should be self-motivated and able to work alone as well as with others to accomplish assigned tasks.
  - Able to work long hours outdoors, perform manual labor efficiently, and lift over 50lbs.
  - Most work will be weekdays, but weekend work might be necessary due to inclement weather and/or harvest schedules.
  - Person should have some experience with pruning, tying, shoot positioning (VSP), catch wire positioning, leaf removal, fruit thinning, and working with new plantings.
  - Experience with trellis installation and maintenance, bird netting installation/removal is helpful.
  - Experience with vineyard equipment operation a plus, but not necessary. Equipment experience may include tractor operation and maintenance, operation of cultivation implements (3pt and side mount), front end loader operation, mowing with brush hog, and operation of a zero turn mower.

Currently the position is seasonal, but may become year-round. Pay rate will depend on experience. Apply at:

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=d7abb2f8a2bd7582>

Indeed 3/19/18

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

- This position requires basic to intermediate skills in carpentry, electrical, plumbing, and painting. Candidate must be self motivated and be capable to operate small tools and equipment including a tractor and ATV. Apply at: <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=b4ab59a07659e211> Indeed 3/19/18

### **Construction Resident Engineer (Yates County)**

- CHA Consulting, Inc. is currently seeking a Construction Resident Engineer - NICET IV to assist with a project in the Finger Lakes (Yates County), NY area for the 2018 construction season. Responsibilities: Inspection and observation of on-site construction activities, maintaining daily construction observation forms, reviewing and verifying contractor's pay quantities and interaction with local government personnel. Qualifications: 15 years minimum of related inspection experience, NICET IV certification or P.E. desired, must be experienced with NYSDOT specifications and standards including APPIA and EBO, must have extensive bridge experience, must have demonstrated proactive communication skills, able to work independently, ability to understand and interpret client's contracts, must be able to work outdoors in different weather conditions, must be able to stand for long periods of time, walk on rough terrain, and safely navigate project sites. Valid driver's license required. Apply at: <https://my.jobs/142a268fb15e4cf0b9f8e05660cf4cda161> OSOS 3/26/18

### **Recreation Leader (Various Municipalities)**

- **DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the organization and supervision of a variety of recreational activities at a recreational center or sports facility. Work is performed under the general supervision of the Recreation Supervisor. Does related work as required. **TYPICAL WORK ACTIVITIES:** Supervises or assists in the supervision of recreation programs and activities at a playground, gymnasium or other recreational facility; Organizes, promotes and directs activities such as softball, arts and crafts, or children's games; Assists in planning and conducting special events; Plans daily schedules of playground activities; Acts as an official and maintains order at games and activities; Maintains records on participation in activities and writes summary report at close of program; May administer first aid; Performs other duties as assigned. **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of methods of organizing and conducting various types of recreational activities; Working knowledge of first aid; Ability to organize, conduct and teach several kinds of recreation activities; Ability to stimulate and hold the interest of the participants; Ability to keep basic records; Ability to give simple instructions; Physical condition commensurate with the demands of the position. **MINIMUM QUALIFICATIONS:** a) One year of experience in conducting one or more types of recreational activity; OR b) Completion of one year of college including or supplemented by a course in physical education or recreation; OR c) An equivalent combination of training and experience as defined by the limits of (a) and (b). Apply at <https://mycivilservice.yatescounty.org/jobopps> Workforce Development 3/19/18

### **Recreation Assistant (Various Municipalities)**

- **DISTINGUISHING FEATURES OF THE CLASS:** This is beginning level work in the field of recreation performed under specific instructions, but with little direct supervision and concerned with the use of some physical facility or the conduct of some recreation activity. Does related work as required. **TYPICAL WORK ACTIVITIES:** Assists in the conduct of activities at a recreation center or other physical facility; Maintains and helps prepare fields, courts and related recreation facilities by putting up nets, marking courts, cleaning up, cutting grass and picking up rubbish; Assists in the flooding and maintenance of ice skating rinks; Enforces regulations and maintains order in locker rooms, at swimming pools and skating rinks; Inspects athletic and playground equipment for safety; Keeps records and makes reports as required; Assists in organizing tournaments and special events; Assists as an official and maintains order at games and contests; Assists in directing classes in arts and crafts, athletics and camping; Assists in planning daily schedule of playground activities; Supervises children's play activities; Assists as an instructor for recreational activities; Performs other duties as assigned. **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Participant's knowledge and familiarity with several types of sports and games; Ability to read and write; Ability to keep simple records; Ability to give and enforce simple instructions; Ability to perform manual labor; Ability to get along well with others; Good physical condition. **MINIMUM QUALIFICATIONS:** a) Completion of two years of high school; OR b) Any equivalent combination of experience and training. **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** If any employee in this position is required to occasionally perform lifeguard duties, the following special requirement applies. Eligibility for a Red Cross Senior Lifesaving certificate or its equivalent at the time of application. Possession of the certificate at the time of appointment. Apply at: <https://mycivilservice.yatescounty.org/jobopps> Workforce Development 3/19/18

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

- **DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of routine manual work requiring physical endurance and a willingness to perform arduous tasks. Laborers usually work under continuing

supervision, or their activities are subject to frequent inspection. Once a Laborer acquires a certain level of proficiency in ordinary laboring work an incumbent will undertake tasks somewhat more complex than an entry-level Laborer. Does related work as required. TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the maintenance or construction of streets, drainage and sewage systems by digging and backfilling trenches, and spreading asphalt, sand and gravel; Cleans streets of leaves and refuse, and participates in snow and ice removal and control; Uses hand tools such as shovels, scythes, forks and rakes in grounds maintenance and beautification work; Performs general clean-up work such as removing debris, raking leaves, cutting grass and weeds, shoveling snow, and assisting in collection of rubbish and litter from public lands and facilities; Sweeps and mops floors, stairs and halls, washes windows, sinks and performs related cleaning duties; Assists skilled workers in a variety of maintenance and repair tasks; May operate power driven tools and equipment such as saws, compressors, drills, mixers, pumps and mowers; May help to build and repair curbs, sidewalks, culverts and retaining walls; Performs other duties as assigned. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to lift heavy weights; Ability to follow oral and written instructions; Willingness to perform routine manual tasks; Willingness to work under all weather conditions; Physical endurance; Physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: a) None are required. SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Possession of valid NYS driver's license at time of application, and such license must be maintained in good standing throughout the tenure of employment in the position. PRE-EMPLOYMENT REQUIREMENTS: All Yates County employees will be subjected to a background check, Workers Compensation medical physical, E-Verify Employment Verification, possible drug testing and depending on the position, fingerprinting. Apply at: <https://mycivilservice.yatescounty.org/jobopps>

Workforce Development 3/19/18

**Assistant Winemaker (Penn Yan, NY)**

- The CK Cellars team is looking to add another member to our production staff. This individual should be motivated, willing to learn, and have a passion for the wine industry and wine making. Here at CK Cellars we encompass 3 different wine making entities: Torrey Ridge Winery (2017 Winery of the Year) , Earle Estates Meadery, and Worthog Cidery. This of course means our production team creates a wide variety of products including: wine, fruit wine, hard cider, and mead. This position allows you to gain experience working with each unique product that is made from 100% real local NYS fruit and honey. Job Responsibilities Include:
  - Assisting the winemaker in day to day cellar operations
  - Assisting in all aspects of the winemaking process including: bottling, blending, racking, filtering, labelling, cold stabilization, winery sanitation (cleaning tanks, cleaning pumps, cleaning filters, daily cleanup of the cellar etc)
 Qualifications:
  - Must be able to lift at least 50lbs
  - Must be willing to learn.
  - Must be flexible with work schedule (some days during harvest are longer than others, some days in the winter are a little shorter it is the nature of the beast)
  - Must be adaptable to temperature conditions. (Most of our bulk storage is held at 28 degrees)
  - 2 years of wine cellar experience preferred but not required.

Send or Drop Resume off to: Sadie Lewis, Winemaker, CK Cellars LLC. 2770 State Route 14, Penn Yan NY 14527. 315-694-8551 (cell). 315-536-1210 (winery). [sadie.lewis@ckcellars.com](mailto:sadie.lewis@ckcellars.com).

Workforce Development 3/12/18

**Watercraft Stewards( Keuka Lake, NY)**

- The Keuka Lake Association is hiring Watercraft Stewards for the Summer of 2018. Watercraft stewards help protect Keuka Lake from aquatic invasive species by providing voluntary inspections of boats and trailers. 40 hours/week, Fridays-Mondays, Memorial Day Weekend-Labor Day, holidays a MUST, training provided, \$13/hour. To Apply: Contact Emily Staychock at [ecs268@cornell.edu](mailto:ecs268@cornell.edu) or 315-536-5123 x4127.

Workforce Development 3/8/18

**Seedway- Multiple Positions (Hall, NY)**

- Seedway, LLC is hiring! We have positions available all along the east coast. Are you a fit for one? Follow the link, type "SEEDWAY" into the keywords box to see what exciting opportunities are available! [https://career4.successfactors.com/career?company=Growmark&career\\_ns=job\\_listing\\_summary&navBarLevel=JOB\\_SEARCH&site=VjltSmJSOVQrSWdMM0ZGS0o1NlhCVFAzUT09&.s.crb=wJPC3T%2F7humg%2FOkkmG4mX5JDt4Q%3D](https://career4.successfactors.com/career?company=Growmark&career_ns=job_listing_summary&navBarLevel=JOB_SEARCH&site=VjltSmJSOVQrSWdMM0ZGS0o1NlhCVFAzUT09&.s.crb=wJPC3T%2F7humg%2FOkkmG4mX5JDt4Q%3D)

Workforce Development 3/5/18

## **OFFICE WORK/MANAGEMENT**

### **Planning Board Member (Dundee, NY)**

- Town of Starkey seeks qualified applicants for a position with the Town Planning Board. Interested persons should contact the Town Clerk at 607-243-5410 or code enforcement officer at 607-243-7996 or in writing to 40 Seneca Street, Dundee, NY 14837 for more details. Dundee Observer 3/14/18

### **Legal Secretary (Watkins Glen, NY)**

- Schuyler County is seeking to fill a part time, 17 hr/week position of Legal Secretary in the Public Defender's Office. Successful candidates must have an Associate's degree in secretarial science and two years' experience as a legal secretary, or a high school diploma and four years' experience as listed above. Salary range is \$19,000-24,000 commensurate with experience. All candidates must submit a Civil Service application. Applications will be accepted in the Civil Service office until the position is filled. Visit the Schuyler County website at [www.schuylercounty.us](http://www.schuylercounty.us) for the application form and job description or contact the Schuyler County Civil Service Office- 105 9<sup>th</sup> Street, Unit 21, Watkins Glen, NY 14891 or call 607-535-8190. Dundee Observer 3/7/18

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

- Job duties include answering telephones, running local errands, opening files, managing inventory, typing letters/documents and other related administrative work, along with some substantive work including assisting on will files and real estate transactions. No experience necessary. Must be able to work 40 hours. Must be proficient in Microsoft Word and Excel. Some benefits available (not health insurance). Craigslist post ID: 6538164907 3/21/18

### **Tasting Room Manager/Marketing and Public Relations (Hammondsport, NY)**

- Domaine LeSeurre Winery is a small family owned estate winery located on Keuka Lake with a focus on hand crafted, terroir wines that capture the essence of the Finger Lakes. Recently elected as "One of the best new wineries in the U.S." Domaine LeSeurre strives to provide tasting experiences that leave a lasting impression on every guest that visits our tasting room. We are currently seeking the right individual to become our Full-Time Tasting Room Manager/Marketing and Public Relations. Domaine LeSeurre is a young and up and coming winery, having just recently embarked on a renovation project (that has more than doubled the space of our facility) and recently achieving scores of 90+ points on wines in our collection (Robert Parker, Wine Spectator), we couldn't be more excited about what the future holds. We are growing, literally and figuratively, and we're looking for the right person to grow with us. Position Responsibilities:
  - Candidates who bring strong leadership, communication, motivation, and professionalism to the position, all the while handling the multi-tasking that comes with a fast-paced working environment that strives for excellence daily.
  - Oversee day to day operations of the tasting room. Includes running/evaluating sales reports, maintaining staff schedules, tasting sheets, inventory, wine supply orders, merchandise, on and off-site tastings (when necessary), safety and cleanliness of facility, and opening and closing responsibilities.
  - Provide superior customer services and maintain strong employee relations.
  - Staff development. Hiring, training, coaching, and supervising staff, ensuring their continual growth and development in our attempt to build a strong culture of hospitality and salesmanship.
  - Market media production directed an increasing visibility and sales.
  - Organize and coordinate events.
  - Continual focus on creation of decor and display that will enhance the visual appeal and image of the facility.
  - Aid in product and brand development.
  - Create and release monthly newsletters (Mailchimp).
  - Pioneer and develop a wine club and related events (to be started in 2018).
  - Maintain, update, and produce valuable content for our website (wordpress.org).
  - Manage social media accounts (Facebook, Instagram, Twitter, etc.).
  - Build strategic partnerships with key industry members, organizations, and vendors.
  - Create paper and online advertisements to be used by us on site or by our distributors or other off-site sales representatives (adobe suite).Professional Qualifications
  - 2 or more years of prior, relevant experience in a managerial role is required. Candidates with tasting room, retail, direct to consumer sales, restaurant, or hotel experience would be strongly preferred.
  - Must be at least 21 years of age.
  - High School Diploma or Equivalent required.
  - College degree in retail/business management or hospitality, or equivalent experience strongly preferred.



- Must hold a valid driver's license.
- Must be able to work a flexible schedule including most Saturdays, some Sundays, special events, holidays, and occasional evenings.
- Strong proficiency in Microsoft Office Suite.
- An understanding of generally accepted accounting skills.
- Professional demeanor and polished appearance.
- Must be able to lift 50 pounds.
- Organized and self-motivated.
- Positive attitude and energy.
- Strong work ethic.
- Passion for wine and the Finger Lakes Wine Region is a must.

Competitive salary commensurate with experience and qualifications. Please submit resume, references, and cover letter.

Craigslist post ID: 6533067532 3/16/18

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

- Education requirement - A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Skill(s): Moderate reading, writing, and grammar skills; proficient analytical and mathematics skills; proficient communicative and interpersonal relations skills; proficient eye-hand coordination; ability to operate various office machines; basic PC and keyboarding skills; ability to lift approximately fifty (50) lbs. of coin; visual and auditory skills. Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving function of the branch office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information and referring where appropriate. For a list of essential duties and requirements, please visit <http://www.BankwithLNB.com>. OSOS 3/26/18

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

- Retail Banking HOURS/SCHEDULE: Position is scheduled for 25 hours per week. Regularly scheduled hours will be Monday (8:00 am - 2:00 pm), Tuesday through Thursday (11:00 am - 3:00 pm), Friday (10:00 am - 6:00 pm), and Saturday (8:30 am - 1:00pm). Rotating Saturday schedule. When working a Saturday schedule, rotate with time off during the week. Flexibility is needed to occasionally work more or different hours to cover for vacations and holidays. REPORTS TO (TITLE): Branch Manager. FLSA STATUS: Non-Exempt. PURPOSE: The Teller is responsible for providing a variety of customer service functions involving various transactions and controlling a fund of cash. Work involves constant and direct contact with bank customers and requires the ability to communicate tactfully and provide excellent customer service. For a list of essential duties and requirements or to apply, visit: <https://my.jobs/f572485db8554c9cadf9d4a7d3f75a28161>

OSOS 3/26/18

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

- Carey's Farm & Home Centers located in Penn Yan, NY provides customers a one-stop retail solution for all their farm, home and business improvement needs. Our retail stores offer a wide variety of hardware, consumer products, farm supplies, animal feeds and building materials. 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. 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). To apply, contact the employer in person at 163 Main St., Penn Yan. OSOS 3/5/18

### **Manager (Dresden, NY)**

- Spotted Duck is now taking applications for part and full time serving positions and a full time managerial position. Experience in public relations and/or food service preferred. Please send resumes to [sdcreamery@gmail.com](mailto:sdcreamery@gmail.com)

Workforce Development 3/26/18

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

- The Yates County Chamber of Commerce is hiring a part-time Accounting Assistant. Please contact Jessica Bacher for a detailed job description. [jessica@yatesny.com](mailto:jessica@yatesny.com). 2375 Route 14a, Penn Yan, NY 14527. 315-536-3111.

Workforce Development 3/12/18

## **SKILLED/MANUFACTURING**

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

- Remedy is now hiring for Silgan Plastics. Packaging, inspection, and production. Enjoy a clean and safe work environment. Pay starting at \$11.30/hr. Also recruiting for assembly, machine operation, general labor, and warehouse work. Call (315)781-6200.

Dundee Observer 2/28/18

### **Electronic Assembly/Soldering (Stanley, NY)**

- Small, growing company is looking for a person to assemble circuit boards and then solder components onto them primarily. This particular task will take perhaps 30 hours/wk. If you want to work more hours than this, there are other soldering or light assembly tasks. No experience needed. Requirements for this position are good eyesight, manual dexterity, and accuracy. You will work alone most of the time although there is occasional interaction with some of the other 10 employees. Our company offers ultimate flexibility: our workers take breaks whenever they want for as long as they want. Days off whenever you want. Work whatever hours you want, although for the first few weeks we prefer 11-6PM. We offer 11 paid holidays, partially subsidized healthcare, paid family leave payments, and we will be adding paid vacation later this year.

Craigslist post ID: 6541999497 3/24/18

### **HVAC Installation Foreman (Phelps, NY)**

- Halco currently has an opening for an HVAC Installation Foreman to help meet our customers' needs throughout the Upstate NY area. We are seeking out candidates that have a strong mechanical background, along with some remodeling and/or general carpentry experience for this position. The HVAC Installation Foreman's primary function is to take direction from the Project Manager and lead his team to successfully negotiate the installation of heating and cooling applications, water heaters, ductwork and other related products for our customers. Qualifications: Candidates will be expected to:
  - Have a minimum background of 3+ years in HVAC installation \*\*This is a requirement for the position. Candidates that do not meet this standard will not be considered.\*\*
  - Possess your own tools
  - Be organized, efficient and punctual
  - Possess a valid NY State driver's license
  - Have the physical ability to lift 50 lbs.+ consistently
  - Understand how to provide customer service on a level that will both maintain our existing customer base and attract new clientele
  - Have strong leadership characteristics, along with problem-solving and decision-making skillsets
  - Possess the ability to work as part of a team in a fast-paced environment
  - Maintain a clean and professional appearance and positive attitudeBenefits:
  - Paid vacation, holiday, sick days
  - Work year-round
  - Company-provided 3rd party supplementary disability policy
  - 401(k) with company match available after 1 year of employment
  - Full medical/dental packages available
  - Company-issued vehicle and gas card
  - Company-issued uniform
  - Company-issued mobile phone

Craigslist post ID: 6524801767 3/9/18

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

- We currently have openings for Inspector Packer Positions in Penn Yan NY. We have both 12-hour day and 12-hour night shift positions available. Day shift 8am- 8pm Pay starting at \$11.30 an hour. Night shift 8pm-8am Pay Starting at \$11.75 an hour. Positions are Temp-to-hire. \$100 Perfect attendance bonus per month. The job entails inspecting and packaging plastic bottles and containers into boxes. Will require you to be on your feet for 12 hours a day lifting from 15-35 pounds.  
Craigslist post ID: 6519506770 3/5/18

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

- Large stable manufacturing company in the Penn Yan, NY area is seeking the help of 1st and 2nd shift packers and packagers to quickly move finished product from production to the shipping area and off to the customer. Looking for highly motivated individuals to work 5 x 12-hour days. LOTS OF OT. Must be available to work weekends. Day shifts and overnights available. Send your name and phone # for more details. Salary: \$11.00 to \$11.40 /hour.  
<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=d70b3638bd636a88> Indeed.com 3/26/18

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

- Penn Yan Manufacturer looking for Career driven candidates to fill their production needs. This opportunity in Penn Yan is one you cannot pass up! Must have reliable work history proving longevity. 12-hour shifts, very competitive wages. Resume required. Job Duties:
  - Weigh or measure materials, ingredients, or products to ensure conformance to requirements.
  - Compound or process ingredients or dyes, according to formulas.
  - Read work orders to determine production specifications or information.
  - Observe production or monitor equipment to ensure safe and efficient operation.
  - Mix or blend ingredients by starting machines and mixing for specified times.
 Apply Today! Job Requirements: GED/HSD, ability to stand for a 12-hour shift, good memory retention and number recognition. Apply at: [https://www.remedystaffing.com/jobs/detail/260847?rx\\_source=CareerArc](https://www.remedystaffing.com/jobs/detail/260847?rx_source=CareerArc)

Workforce Development 3/26/18

#### **HVAC- Service Technician (Penn Yan, NY)**

- Dailey Electric Inc. is looking to hire a full-time HVAC Service Technician. Diagnose and troubleshoot problems with HVAC equipment, repair or replace defective equipment, components, or wiring on HVAC equipment, carry out preventative maintenance tasks and inspections on HVAC equipment, install new HVAC equipment, 3-5 years' experience required, certification through the Environmental Protection Agency to handle refrigerants required, certification or associate's degree from an HVAC program at a technical school required, must hold state HVAC technician license, strong verbal communication skills, ability to explain complex HVAC issues with customers in a way they understand, critical-thinker, problem-solver, must hold state driver's license, must be punctual and adhere to a daily schedule with multiple appointments in different locations. Salary: \$45,000.00 to \$60,000.00/year. Required experience: HVAC- 3 years. Required education: High school or equivalent. Job Location: Penn Yan, NY 14527. Required license or certification: EPA. Apply at <https://www.indeed.com/jobs?q=HVAC&l=penn%20yan%2C%20ny&vjk=c6db3e6445a4b57b>.

Workforce Development 2/28/18

#### **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- 2<sup>nd</sup> shift**
- **Quality Assurance Laboratory Supervisor**
- **Building Maintenance/Grounds**

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

Workforce Development 3/26/18

#### **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/>

## March 2018

### March 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>NO HSE</b>  <b>JRT:</b> 9:15am-12pm	20 <b>Jump Start:</b> 1pm	21 <b>NO HSE</b>  <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	29	30	31

**\*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.*

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**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.*

# YATES COUNTY JOB FAIRS 2018

**WHERE:**

Yates Community Center  
463 North Main Street  
Penn Yan, NY

**TIME:**

11am-1pm

JOB SEEKERS ARE  
ENCOURAGED TO

Register On 

FOR ADDITIONAL  
INFORMATION FOLLOW  
YATES COUNTY  
WORKFORCE  
DEVELOPMENT ON



Businesses interested in  
participating contact:

Lisa Principio

315-536-5140

[lisa.principio@dfa.state.ny.us](mailto:lisa.principio@dfa.state.ny.us)

**Thursday, April 12th**

Tourism, Hospitality,  
Customer Service, Food Service,  
Housekeeping

**Thursday, June 14th**

Human Service, Schools, Not for  
Profits, Public Sector, Healthcare

**Thursday, August 9th**

Manufacturing

**Thursday, October 11th**

Entry Level, Food Service,  
Housekeeping, Retail, Direct Care



Work & Life Skills Training Program  
In Partnership with Yates Workforce Development



Workforce Opportunities • Workplace Solutions

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# *Finger Lakes Spring Job Fair*

**Tuesday, March 27, 2018**

3:00 PM – 6:00 PM

**Ramada Geneva Lakefront  
41 Lake Front Drive, Geneva, NY**

*Please Come Prepared. Bring a Resume. Dress for Success!*

## **PARTICIPATING BUSINESSES:**

Abtex Corporation  
Adecco Staffing  
Anderson-Debois  
ARC of Yates County  
BCI Koch Division  
Catholic Charities of Rochester  
del Lago Resort and Casino  
Ecospect, Inc.  
Eklego Workforce Solutions  
EWaste+  
Exodus Exterminating  
Finger Lakes Community Health  
Finger Lakes DDSO  
Finger Lakes Health  
FLACRA  
Full Steam Staffing  
Garlock Sealing Technologies  
Gizmo Products  
HCR Homecare  
Happiness House  
Hillside Family of Agencies  
Key Logistics  
Key Systems  
Lochland

LSI Solutions  
Maco Bag  
Maines Paper and Food Service  
Medical Solutions Inc.  
Morgan Communities  
NY State Dept. of Labor  
Nolan's on Canandaigua Lake  
Ontario ARC  
People Ready  
Ramada Geneva Lakefront Hotel  
Reliant Federal Credit Union  
Remedy Intelligent Staffing  
Rochester Regional Health  
Ruston Paving  
Select Fabricators  
Seneca Nursing and Rehabilitation  
Silgan Containers  
Spectrum  
Spectrum-Charter Communications  
Terphane  
The Radio Group  
Wadhams Enterprises  
Wayne ARC  
Wayne County Action Program

## ***Sponsored by:***



Equal Opportunity Employer Program. Auxiliary aids are available upon request for individuals with disabilities. For more information or if you require reasonable accommodation for this meeting contact NYSDOL at 585-258-8843

## HOME HEALTH AIDE TRAINEE

Home Health Aides  
Are Needed in  
Rochester & The  
Finger Lakes Region!

NOW OFFERING  
**PAID TRAINING**  
HELD  
IN MONROE COUNTY &  
WAYNE COUNTY

**Our HHAs provide compassionate care to home-bound individuals requiring assistance with activities of daily living. This includes both personal care assistance and light housekeeping.**

### Application of Employment Process:

- Complete an application of employment at <http://www.lifetimecare.org/careers>
- A 1:1 interview is required. A 2<sup>nd</sup> interview may be required.
- Pay for trainees is \$10.40 per hour during class. Upon graduation and promotion to Certified HHA, pay is commensurate with amount of related employment experience.

### HHA Trainee - Class Expectations:

- Be available to attend 2.75 weeks of training without interruption.
- Come well-rested, ready and motivated to actively participate.
- No disruptions during class time. Cell phone use not permitted.
- Positive, can-do attitude.

### HHA Trainee Requirements:

- Post Offer - Pre-Employment Contingencies: Company-sponsored Drug Test, Physical Exam, NYS Driver's License check, NYS DOH Fingerprinting, OMIG/OIG/SAM/Sex Offender/Prometrica C.N.A./NYS DOH HHA Registry background checks and professional references.
- Must be available 8:30am-5:00pm for the first two weeks of class; and 7:15am-5:00pm for the last week of class. Note: Training location for first two weeks is at one of our two office locations; for the last several days of class our trainees are offsite in the mornings for clinical practice at a local healthcare facility.
- High school diploma or GED.
- Valid NYS Driver's License 100% required (learner's permits not accepted), and your own reliable, registered and insured vehicle. Out of state driver's licenses must be transferred to NYS within 30 days.
- A working telephone.
- Be able to provide 2-3 professional/character references (no co-workers, friends or family members).
- Must be agreeable to working for Lifetime Care/Home Care Plus 40 hours per week after the training program is successfully completed. (Shift choices are 8am-4:30pm or 2pm-10:30pm)
- Must agree to travel a 25 mile radius from your home zip code to make visits to patients after graduation from class.



EOE M/F/D/V