

Visit our website weekly for updated job leads! Updates available by noon on Mondays. [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

## Yates County Job Leads April 9, 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

#### **Feed Truck Driver- CDL A or B (Penn Yan, NY)**

- FEED TRUCK DELIVERY with Triaxle International Feed truck with blower and auger
  - deliver bulk and bagged feed to dairy farms throughout upstate New York
  - move grain within mill facility and from external storage sites by truck
  - be responsible for completing and maintaining all paperwork needed for legal operation of the trucks, including e-log
  - be responsible for monitoring the maintenance and upkeep on the mill vehicles, including scheduling regular maintenance and repairs at local garage when needed
  - Expected working hours 7AM-5 PM, Monday through Friday. When delivering feed, employee may elect to start earlier to get the feed delivered efficiently, flexible hours
  - Overtime will be paid on hours exceeding 40 hours/week
  - Home every night, no weekend work

REQUIREMENTS- clean CDL A or B license plus doctor's CDL certificate, ability to lift and carry 50 and 80 lb. bags, safe operation of fork lift, pallet jack.

SALARY- competitive, commensurate with experience, fully paid health insurance, vacation

Job Type: Full-time, permanent

Craigslist post ID: 6546125159 3/29/18

#### **Skilled Auto Technician- Multiple Locations**

- Trombley Tire and Auto, a Finger Lakes based, multi-location tire dealer and general auto repair facility is looking for experienced auto technicians for our Canandaigua, Geneva and Seneca Falls locations. We offer competitive pay and an excellent benefits package. ASE certification is preferred, but not mandatory. NYS Driver license is required. NYS inspection license is a plus. Please email or call Doug at (315) 730-4849.

Craigslist post ID: 6547492842 3/30/18

#### **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

#### **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

#### **Motor Equipment Operator (Penn Yan, NY)**

- The Village of Penn Yan is seeking to hire one (1) motor equipment operator (light). This is a full time, 40 hours per week position. The start rate of pay is \$20.40 per hour and the pay is subject to pay increases per the CSEA Union Contract. MINIMUM QUALIFICATIONS: a) Graduation from high school, or possession of a high school equivalency diploma; AND One (1) year of full-time or equivalent part-time paid experience in the operation of light road maintenance equipment. SPECIAL REQUIREMENTS: Must possess a NYS CDL License, Class B or higher at the time of appointment and must maintain said license in good standing throughout employment in the position. NOTE: Incumbents may be required to acquire additional license endorsements at any time during the tenure of employment in this position if the nature of the work deems it necessary. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, April 20, 2018.  
 Workforce Development 4/9/18

#### **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

## **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

#### **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

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

- This position runs from April through December. It consists of attending the ladies' restroom on Saturdays as well as assisting in the information booth and filling in as a step on guide for tour buses. It also requires one additional day per week, either Thursday or Friday. On this day the responsibility would be to clean the buildings in preparation for our market day on Saturday. Apply at: <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=30&vjk=2fdc058c224ad49c> Indeed 4/9/18

#### **Automotive Greeter (Penn Yan, NY)**

- We are a family owned and operated dealership and enjoy an outstanding reputation in the community. Friendly Chrysler Dodge Jeep Ram looks after its employees with extensive benefits. We invest in our employees and their growth at the store. Responsibilities: Greet customers as they appear on the lot, answer initial questions from the customer, be the first and last impression of the dealership, connect customers with sales representatives. Qualifications: Friendly and customer service focused, reliable, able to multi-task and work under pressure, able to walk and stand for long periods of time as well as work outside, valid driver's license and able to drive both automatic and standard transmission vehicle, one year related experience and/or training; or equivalent combination of education and experience, ability to work hard with limited supervision, must be able to manage in a fast-paced work environment, knowledge of automobiles, positive attitude, high volume mentality, must be able to pass pre-employment screens. What We Offer: Clean and professional work environment, 401(K), paid vacation opportunity, mentorship opportunities, promote from within culture, medical and Dental Insurance, education reimbursement. Apply at <https://sites.hireology.com/friendlychryslerdodgejeepram/>. Indeed.com 4/9/18

#### **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

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

- Penn Yan Express Stop is currently looking for someone for the opening shift on the weekends, 5am-9am. If you or someone you know is interested, stop in to get an application! Workforce Development 4/2/18

#### **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

#### **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**

#### **Elementary Guidance- Long Term Sub (Dundee, NY)**

- Dundee Central School is currently seeking a Long Term Substitute for an Elementary Guidance Counselor from August 1, 2018-November 30, 2018. New York State Certification is required. All employees must be fingerprinted through the NYS Education Department. An application can be found online and should be sent by May 1, 2018 to: Laurie Hopkins-Halbert, Elementary Principal, Dundee Central School, 55 Water Street, Dundee, NY 14837. Dundee Observer 4/4/18

#### **Odessa-Montour CSD (Multiple Positions)**

- Odessa-Montour CSD has the following vacancies for 2018-2019:
  - **Secondary Special Education Teacher (Anticipated)**
  - **School Counselor (Anticipated)**

Send letter of interest, resume, evidence of NYS certification, transcripts, three current letters of reference by 4/30/18 to: Chris Wood, Superintendent, 300 College Avenue, Odessa, NY 14869.

○ **School Nurse**

Applications available at [www.omschools.org](http://www.omschools.org) or [www.schuylercounty.us](http://www.schuylercounty.us). Forward application and resume by 4/30/18 to: Schuylers County Civil Service, 106 Ninth Street, Unit 21, Watkins Glen, NY 14891.

Dundee Observer 3/28/19

**Camp Good Days and Special Times- Multiple Positions (Branchport, NY)**

- **Aquatics Director**- Job type: full-time, summer/seasonal with potential to move full-time/year-round. The Aquatics/Waterfront Director develops a safe, fun and purposeful aquatics program; and with the aquatics staff, maintains the aquatics equipment and safety gear. Must be at least 21 years of age with 18 weeks of previous experience as a lifeguard. Hold accepted current certification in First Aid and CPR/AED for the Professional Rescuer or equivalent. Possess current certification in lifeguard supervision and management and swimming instruction. WSI/BSI certification preferred.
- **Program Coordinator/Assistant Camp Director**- full-time, summer/seasonal with potential to move full-time/year-round. We are seeking a creative and enthusiastic individual to help further the mission of Camp Good Days through the coordinating and delivery of our summer camping programs and special events at our recreational facility on Keuka Lake. Residential commitment from June 1- August 31, 2018. Required to remain on camp property while programs are taking place. Must be 18 years of age to apply.

For more information, please visit: <http://www.campgooddays.org/employment>.

Dundee Observer 3/28/18

**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

**Penn Yan Central School District- Multiple Positions (Penn Yan, NY)**

- The following teaching positions are available at the start of the 2018-2019 school year. Application deadline: 4/9/18. Submit an online application at: <https://pennyan.recruitfront.com>
  - **School Psychologist**- full-time position- elementary level
  - **Elementary Teacher**- three (3) full-time positions and one (1) long term sub position (Sept.-Dec.)
  - **Reading Teacher**- full-time position- elementary level
  - **Music (Band)**- full-time position- middle school level
  - **Special Education**- two (2) full-time positions- secondary level
  - **Teaching Assistant**- full-time position- middle school level
  - **Social Studies**- full-time position- middle school level
  - **Health/Physical Education Teacher**- full-time position- shared between elementary and middle school

Chronicle Express 3/28/19

**Youth Services Clerk (Dundee, NY)**

- Dundee Library, 19-23 hours/week. \$14/hour, must have associates degree. Send resume to [dundee@stls.org](mailto:dundee@stls.org).

Chronicle Express 3/28/19

**Ropes Program Educator (Penn Yan, NY)**

- Camp Seneca Lake (JCC's Finger Lakes area Summer Camp) is hiring a creative and safety-conscious Ropes Program Educator. We are looking for a positive role model who enjoys the outdoors and creating daily programming for children ages 8-15. This will include facilitating the Low Ropes (challenge course), and High Ropes activities/elements for all campers on a rotating schedule, as well as maintaining all High Ropes, Low Ropes, Climbing Tower, and Bouldering elements. ACCT Level 1 preferred, but not required. This role will be supervisor to 2-3 full-time Ropes Specialists and 2-3 part-time Activity Counselors, as well as responsible for the general health and safety of their assigned campers. Camp runs from June 21- August 19, with additional trainings earlier in June. Working hours are on average 8:30am-9:00pm, and all staff receive on average one 24-hour day off each week. If you're looking for a great internship experience for academic credit, we will

partner with you and your professors to create a meaningful program you will never forget! Competitive stipend and complimentary summer membership to all our JCC facilities! Apply at:

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=4700e275494cc4fb>

Indeed.com 4/9/18

#### **Pool Program Area Educator (Penn Yan, NY)**

- Camp Seneca Lake (JCC's Finger Lakes area Summer Camp) is hiring creative and safety-conscious Pool Program Area Educator. We are looking for a positive role model who enjoys the outdoors and creating daily athletic programming for children ages 8-15. This position will be responsible for facilitating swim instruction for children of all ages daily, as well as managing the lifeguard schedule. This role will be supervisor to 2 full-time Pool Specialists and 6-7 part-time Activity Counselors, as well as responsible for the general health and safety of their assigned campers. Camp runs from June 21-August 19, with additional trainings earlier in June. Working hours are on average 8:30am-9:00pm, and all staff receive on average one 24-hour day off each week. If you're looking for a great internship experience for academic credit, we will partner with you and your professors to create a meaningful program you will never forget! Competitive stipend and complimentary summer membership to all our JCC facilities! Apply at:

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=32140129227ea187>

Indeed.com 4/9/18

#### **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 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 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 4/9/18

## **HEALTHCARE/HUMAN SERVICE**

#### **Caregiver/HHA/CNA (Watkins Glen, NY)**

- Visiting Angels is currently searching for experienced Caregivers to work in and around the Watkins Glen area. Full and Part-time positions are immediately available. We have day, evening, overnight and weekend shifts available. Continued Education Provided/Supportive Staff/Flexible Shifts/Personal One-on-One Care/Competitive Wages/401k program/Rewarding Career!! Work for a company with strong ethics that truly cares about you and the high-quality care we provide for our clients and their families. Our services include friendly companionship, light housekeeping, meal preparation, medication reminders, respite care for families, errands, shopping. We provide a custom care plan tailored to the needs of our clients. Applicants Must have a:
  - Minimum of 6 months experience in caring for Seniors and/or Disabled Adults professionally or personally.
  - Reliability and Professionalism are very important
  - Must enjoy assisting in the needs of others.
  - Dementia/Alzheimer's experience a plus
  - CNA/HHA license a plus
  - Must have a valid driver's license

References and background checks will be performed. We promote a drug-free environment. Apply Now Online: Visiting Angels - Arnot Mall - 3300 Chambers Rd. - Horseheads, New York 14845. Please submit an online application: [www.visitingangels.com/horseheads](http://www.visitingangels.com/horseheads). Under "Caring Careers" select employment and go to our online application.

Craigslist post ID: 6550510054 4/3/18

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

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

Craigslist post ID: 6549465133 4/2/18

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

- Job Description: In accordance with state and federal regulations, assists the pharmacist, under direct supervision, in the practice of pharmacy. Assists the pharmacist in the performance of other Pharmacy Department duties in accordance with Company policies and procedures. Responsible for using pharmacy systems to obtain patient and drug information and process prescriptions. If PTCB certified, assists with and coaches pharmacy technicians in the operation of pharmacy systems and cashiers in the operation of the pharmacy cash registers. Models and delivers a distinctive and delightful customer experience. For a full description or to apply, visit <https://my.jobs/07a0b3005242451183ac96280da76efd161>

OSOS 4/2/18

#### **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
  - 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 4/9/18

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

- CNA LTC
- Certified Nurse Aide Training Program
- Cook II
- ED Crisis Evaluator
- EMT Basic- Cohocton
- Food Service- Nutritional Services Aide
- LPN Med Long Term Care- Bedside

- LPN Meds Acute- Bedside
- Nurse Manager- LTC
- 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 4/9/18

#### **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
- Registered Nurse- Clinical Operations
- Classroom & Daycare Aide

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

Workforce Development 4/9/18

#### **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 4/9/18

#### **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 4/9/18

## **HOSPITALITY/RESTAURANT**

#### **Baker (Geneva, NY)**

- Dunkin Donuts- Geneva, NY. Looking for a Part-Full Time Baker. Hours 3AM-11AM, Includes weekends. This is a fast-paced environment. Must be dependable, on time, fast paced worker. Open interviews on Tuesdays. Apply in person or online at [careers.cafuamanagement.com](http://careers.cafuamanagement.com) (select NY, Geneva, 477 Hamilton St). May also email resume.

Craigslist post ID: 6554445598 4/7/18

#### **Cooks/Kitchen Help (Hammondsport, NY)**

- We are seeking Cooks, and all kitchen help, to join our dedicated kitchen staff. You will assist in the preparation, cooking and presentation of meals in our professional kitchen. Responsibilities include: Preparing all served food, planning food



production to coordinate with meal serving hours, memorizing and comprehending menu items, plate appearance and portions, following standard recipes and special diet orders, operating standard kitchen equipment safely and efficiently, adhering to all sanitation and food production codes, cleaning and maintaining kitchen equipment, utensils and appliances, knowledge of kitchen equipment and cooking techniques, strong attention to detail, ability to thrive in a fast-paced environment and ability to work well in teams a must! Craigslis post ID: 6554369518 4/7/18

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

- Skyline Trading Post is still looking for a cook to join our team! Flexible schedule! Our kitchen is open from 6am to 9pm so we have lots of shifts available. Some restaurant experience preferred but not required. Stop by and fill out an application! 3103 Skyline Drive. Craigslis post ID: 6552773260 4/5/18

#### **Prep Cook (Watkins Glen, NY)**

- The Watkins Glen Harbor Hotel has immediate opening for Prep Cooks; PM shift weekend and holiday availability is required. Previous cooking experience, line, pantry, knife skills; we are looking for individuals with a true passion for cooking, who has a great work ethic, come in and join our team where our customers and our employees are welcomed, valued and appreciated! Apply anytime online at <http://www.watkinsglenharborhotel.com/careers.php>. Watkins Glen Harbor Hotel, 16 North Franklin Street, 14891. Craigslis post ID: 6552531751 4/5/18

#### **Night Auditor (Penn Yan, NY)**

- This position is responsible for handling any and all guest interaction. They take reservations by phone and in person. They also check guests in and out daily. They handle all financial transactions with the guest, and solve or pass along any issues in relation to the guest. They work on hotel laundry, as well as setting up/cleaning up breakfast. Oversee daily auditing, posting and balancing of cashier's work for F&B and Rooms. Posts and balances daily work for the hotel. Ensures credit card system reconciles to daily transaction list from rooms. Assist finance department in preparing month-end reports. Act as Manager on Duty during night hours. Night Auditor: All of the normal duties of a reservationist. They also run the hotel's audit each night, and confirm that all of the daily financial transactions are accurate. Key Areas & Responsibilities: Acts as the Front-Desk agent during the overnight shift. Read log book for wake-up calls and other communication from staff. Runs reports as outlined on the Night Auditor's check list to include; but not limited to; Adjustment Reports, Free Night Voucher Reports, Emergency Reports, Credit Card reports, and Exception reports. Responsible for counting and ensuring correct funds are available. Completes daily deposits as necessary based on End of Day Reports from MSI. Post Travel Agent Commission. Walk the building at least once during the shift, completing all required paperwork. Complete Housekeeping boards using the schedule and save this work on the appropriate computer drive. Ensure lobby is free of garbage and ensure coffee burners are off, dispose of coffee as needed, and clean all coffee pots prior to use in the morning. This should be done as needed during the shift. Set up the Continental breakfast each morning. Other duties as requested by Supervisor. Major Skills and Competencies: Accounting Experience -- Basic knowledge of accounting to running of software programs, reconciling the bank deposits and cash on hand. Being able to audit and reconcile accounts and bank statements. Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. All employees are expected to provide a High Hospitality Standard in Customer Service. Employees are responsible for correcting and reporting all situations that could adversely affect the customer's experience. Examples of this would be picking up garbage, cigarette butts, shoveling up snow from sidewalks, etc. Administration and Management -- General knowledge of the operations of the hotel including safety, customer service concerns and notifying the appropriate supervisor only when clarification is needed. EDUCATION/EXPERIENCE: Candidates should have one-year experience either as a Night Auditor or experience with Customer Service and basic accounting experience and/or education. Craigslis post ID: 6550760192 4/3/18

#### **Wedding and Special Events Logistics Team Member (Hammondsport, NY)**

- Heron Hill Winery on Keuka Lake is looking for an individual interested in working part-time in a fast moving, fun atmosphere. Individuals will be responsible for the setup, planning and service of weddings, receptions and other booked events at Heron Hill. Successful applicants will be able to perform the following: execute the design layout of table and chairs, bar, dance floor and stage for weddings and special events; ensure the event space is clean & well-maintained; interact with caterers, creative vendors, and personnel providers in the execution of the special event plan; occasionally interact with customers & guests during weddings and/or receptions and other related events. The job does require heavy lifting (40 lbs.) and long periods of time standing. Individuals should be proactive developers and implementers of plans, be able to relate effectively with peers, and feel comfortable interacting spontaneously with guests. Position runs from Mid-May until Early-October, weekends and late nights are a must. Please apply within at our Keuka Lake Winery location or e-mail this posting with your interest and resume if applicable. Craigslis post ID: 6547351850 3/30/18

### **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

### **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.

Craigslist post ID: 6542302599 3/25/18

#### **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](mailto: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

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

- The Penn Yan Manor Nursing Home has an opening for a Part Time Evening Shift (11:30AM-8:00PM) Housekeeper:
  - Applicants must be reliable, a team player and preferably have housekeeping or healthcare experience.
  - Must be able to work every other weekend and occasionally work more hours as needed.
  - Applicant must be able to successfully pass a New York State Department of Health Criminal History Background Check.
  - We offer Competitive Benefits such as: Paid Vacation & Personal Time, Shift Differential Pay, Paid Holidays, Employer Matching 401K, Life Insurance, Dental Insurance & Health Insurance. EOE.
  - Please respond to this ad with your resume or you can pick up an application in our business office, or print from our website: [www.pennyanmanor.com](http://www.pennyanmanor.com)

Indeed.com 4/9/18

#### **Housekeeping/Cleaning/Janitorial (Keuka Park, NY)**

- Kelly Services has a FIRST SHIFT opening for a hard-working housekeeper/cleaner/janitor with one of our leading educational establishments in Penn Yan. \$10.40 per hour/Temp-To-Hire for the right candidate. FIRST SHIFT 6:00 AM-2:30 PM, Monday-Friday. Duties include cleaning common areas in the college such as: living rooms, lounges, hallways,

stairwells, kitchens, uninhabited rooms (will not be occupied). IMMEDIATE PLACEMENT- HURRY IF INTERESTED. Requirements: cleaning experience is helpful, but not necessary. Background screening required before start. High School Diploma/GED. Must be physically able to stand on feet for entirety of working hours. Highlights: as a Kelly employee you will also receive great benefits, including: weekly pay with direct deposit or payroll card, excellent potential for long term growth with a company who is an advocate of promoting from within, optional medical and dental coverage, holiday pay and year-end service bonus. Apply at: <https://my.jobs/c1a860e91e634f8aa012756c83278797161> OSOS 4/2/18

#### **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

#### **Servers/Bartenders/Runners (Penn Yan, NY)**

- Are you looking for a fun and upbeat work environment in a tight-knit family restaurant with great food and drinks? If so, then you're in luck! La Cocina is now accepting applications for part time servers, bartenders, and runner/bussers. We have days, evenings, and weekends available. Experience is preferred for serving/bartending positions but not required for food running and bussing. If you're interested, please stop by and pick up an application from us! We'd love to hear from you! 16 Maiden Lane, Penn Yan. Workforce Development 4/2/18

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

- **Guest Service Agent-** The Guest Service Agent ensures a positive, lasting impression through attending to guests' needs, including, but not limited to, registration, checkout and cashiering.
- **Night Auditor-** The Night Auditor balances all hotel and banquet transactions daily and assists guests efficiently, courteously and professionally in all Front Desk related functions providing excellent guest service.
- **House Attendant-** As the House Attendant, you will be responsible for cleaning and maintaining all corridors, vending areas, elevators and landings and service areas on guest floors, ensuring that hotel cleanliness standards are met. In addition, you will assist Room Attendants by making sure that they have the linen and other supplies that they need.
- **Room Attendant-** Thoroughly clean, sanitize and maintain guest rooms and other assigned areas in a timely and organized manner to ensure guest satisfaction and rooms meet or exceed established standards. Apply in person at 110 Mace Street, Penn Yan, NY. Workforce Development 3/29/18

**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

**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)**

- Housekeeper
- Maintenance Technician
- Residential Property Coordinator (Seasonal)
- Reservation Specialist
- Night Auditor
- Sales Development Representative
- Housekeeper (Best Western Hotel)
- Front Desk Attendant
- Part Time Summer Help

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

Workforce Development 4/2/18

## **LABOR/AGRICULTURAL**

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

- Keuka Housing Council, Inc. is seeking general construction contractors for a variety of home improvement projects. Minority and women owned contractors are urged to participate. Must be EPA certified, carry liability and workers comp insurance. Call Shawn Blauvelt at 315-536-8707 Ext 5 for more information. Dundee Observer 4/4/18

### **Maintenance Assistant (Branchport, NY)**

- Job Type: Contract/Seasonal with potential to move to full-time; Branchport, NY. Seeking a qualified person for the Maintenance Assistant position. This person reports directly to the Property Director and will work closely with him/her and other maintenance/property staff. The Maintenance Assistant job responsibilities include, but are not limited to facilities upkeep, lawn upkeep and cleaning of various buildings (dining hall, sleeping quarter, etc.). Must be 18 to apply. For more information, please visit <https://www.campgooddays.org/employment>. Dundee Observer 3/28/18

### **Crop Farm Help (Geneva, NY)**

- Crop farm help needed. Person with experience with large equipment on grain farm, also ability to do repairs. CDL-A truck license helpful, but will train if not. Geneva area. 585-233-0488. Chronicle Express 4/4/18

### **Lawn-Mowing and Weed-Eating (Naples, NY)**

- Lawn mowing and weed eating needed for Italy Town Hall. Historic building, two small cemeteries. Email:italytownclerk@gmail.com or mail letter of interest to 6060 Italy Valley Road, Naples, NY 14512 by April 10. Seasonal position paid annually. Chronicle Express 4/4/18

### **Product Development and Operations Support (Hall, NY)**

- Seedway, LLC., Hall, NY. Produce support for small grain product development of small plots, demonstration plot program, nurseries, and related functions. Including: Seed packet preparation and setup for 10 plot locations; planting and harvesting locations; data collection and transfer from field to office; corn nursery operation activities; provide support to sales group in all functions (field days, literature, field signs and others as needed). Must have satisfactory driving record and the ability to obtain a CDL class A driver's license. Apply online- [www.growmark.com/careers](http://www.growmark.com/careers) Chronicle Express 3/28/18

### **Seasonal Work (Ontario and Yates Counties)**

- 26 positions- Temporary/seasonal work planting, cultivating, harvesting fruits and vegetables on a farm, from 4/23/18-12/7/18 at Pedersen Farms, Inc., Seneca Castle, NY and multiple worksites with Ontario and Yates Counties. This job requires a minimum of three months verifiable agricultural employment experience, preferably on a vegetable farm, handling both manual and machine tasks associated with commodity production and harvest activities. Saturday work required. Must be able to lift/carry 60 lbs. repeatedly throughout the course of the day. Those workers who possess a valid insurable driver's license may be required to drive company vehicles. \$12.83/hr on current applicable AEW. Raise/bonus at employer discretion. Workers are guaranteed ¾ of work hours of total period. Work tools, supplies, equipment supplies by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonably able to return same day to their place of residence at time of recruitment. Transportation and subsistence expended to work site will be paid to nonresident workers not later than upon completion of 50% of the job contract. Interviews required. Apply for this job at the nearest State Workforce Agency in state in which this ad appears, or NY Dept. of Labor. 290 Main Street, Suite 213, Buffalo, NY 14202 or call (877)466-9757 for the nearest State Workforce Agency. Provide copy of this ad. NY Job Order #NY1242152. Chronicle Express 3/28/18

### **Construction Professionals (Penn Yan, NY)**

- Diversified Contracting is seeking experienced construction professionals in all facets of construction. Carpentry, Plumbing, Electrical, Laborers. Full-time, year-round work available immediately. Tobacco free work place and reliable transportation a must. Compensation \$15-\$30/hr. Email resumes to: [ben@diversifiedcontracting.com](mailto:ben@diversifiedcontracting.com) or call 585-374-2972. Chronicle Express 3/28/18

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

- Meadowside Apartments is hiring a part-time Maintenance Tech (25 hours a week). Starting rate of pay \$14/hour with paid holidays and vacation. Immediate opening- join the Conifer Realty team! Seeking a part-time Maintenance Technician who will be responsible for the cleanliness and maintenance of the building including grounds and fixtures, Prior maintenance experience preferred. Ability to multitask, monitor building and grounds to ensure a neat and clean presentation and environment, and effectively communicate with vendors, contractors, and residents. Additional responsibilities include:

Complete minor or routine painting, plumbing, electrical wiring, carpentry and other related maintenance activities using hand tools, complete grounds maintenance duties such as mowing, trimming shrubbery, cultivating flower beds along with snow, ice and debris removal, remove trash and dispose of in designated areas, emergency on-call duties as required or assigned. May be required to work overtime. May be required to assist at other Conifer locations as needed. Physical and Mental Functioning Requirements: Ability to function both inside and outside in all types of weather, medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching and lifting to a maximum of 100 lbs. on occasion with frequent lifting and carrying up to 50 lbs, good eye/hand coordination is essential, color perception, the ability to differentiate between colors in terms of hue, and the ability to identify a particular color or color combination from memory, must be able to read. Types of Machines, Tools, and Vehicles Required to be Used: Hand tools normally used in construction, maintenance, and landscaping, power tools including circular saw, power drill, bench grinder, string trimmer, hedge trimmer, power floor cleaner, carpet shampoo machine, power drain cleaner, chain saw and key machine, etc. Conifer offers a competitive salary commensurate with experience and excellent benefits. Apply in person at 100 Carpenter Lane, Penn Yan, NY. Chronicle Express 3/28/18

#### **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 [ddoyle@villageofpennyan.com](mailto:ddoyle@villageofpennyan.com). Chronicle Express 3/14/18

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

- Hiring painter for full time position now! Must have:
  - Some interior and exterior prepping and painting experience
  - Own reliable transportation
  - Be a hard worker with a good attitude.Craigslist post ID: 6554831153 4/7/18

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

- MAINTENANCE TECHNICIAN - IMMEDIATE OPENING. Conifer has an immediate need for a Part-time Maintenance Technician at our apartment communities, Meadowside Apartments in Penn Yan, NY. Successful candidates will be responsible for the neat presentation, cleanliness and maintenance of the buildings including grounds and fixtures. Ability to multi-task with good communication skills to interact with residents, vendors and contractors important. Minimum of 1+ year prior maintenance experience in routine painting, plumbing, minor electrical wiring, carpentry, cleaning and other related maintenance activities using both hand and power tools desired. Must be available for on-call hours when assigned and snow removal is mandatory. Some overtime may be required. Ability to function both inside and outside in all types of weather is critical; must be able to lift to a maximum of 100 lbs. on occasion with frequent lifting and carrying up to 50 lbs. For more information and to apply: <https://www.infinityhr.com/extranet/recruiting.aspx?id=0EB4AA97-B72F-4D18-AB99-AA9DF9E78778&src=Craigslist&rqid=04611B52-C8E2-407A-B058-52A9E46A4F50> Craigslist post ID: 6554443949 4/7/18

#### **Animal Care (Penn Yan, NY)**

- Must love dogs! 10+ hrs. wk.; flexible hours; cleaning, feeding, playing with dogs; customer service. \$14/hour. Craigslist post ID: 6553296158 4/6/18

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

- The maintenance department at Glenora Wine Cellars is looking to hire a part time maintenance worker to set up and tear down after weddings and functions. The individual will also be responsible for maintaining trees, shrubs, plants, planters and flower beds. The individual will be required to work Saturdays and Sundays and must be willing and capable of physical labor in all outdoor weather conditions. Craigslist post ID: 6551819606 4/4/18

### **Feed Mill Warehouse Worker (Penn Yan, NY)**

- FEED MILL GENERAL WAREHOUSE WORKER
  - Assist with daily feed grinding, measuring and grinding of grain, bagging feed and seed.
  - Assist with moving commodities and assisting with inventory management
  - Sanitation, cleaning, quality control and maintenance of mill equipment and facility
  - Customer service, loading bagged feed into customers' vehicles
  - Cooperatively working with other employees to ensure completion of the necessary work in a safe and timely manner
  - Expected working hours 7AM - 4PM unless certain jobs need to be done to meet a schedule, then employee may be expected to work as late as 5:30 PM
  - Overtime will be paid on hours exceeding 40 hours/weekREQUIRED SKILLS
  - ability to lift 50 and 80 lb bags and stack bags on pallets
  - safe fork lift, pallet jack, feed cart and hand truck operationCraigslist post ID: 6551467980 4/4/18

### **Boat Detailer (Hammondsport, NY)**

- Compound, Buff, Wax, Gelcoat. Part Time or Full Time Seasonal. Experience Required. Salary: \$11 - \$15/hour  
Craigslist post ID: 6550840840 4/3/18

### **Boat Upholstery (Hammondsport, NY)**

- Repairs, Seats, Covers, Snaps, Seams. Part Time or Full Time. Experience Required. Salary: \$15 - \$25/hour  
Craigslist post ID: 6550836568 4/3/18

### **Marine Service Technician (Hammondsport, NY)**

- Keuka Watersports Inc. Diagnose and repair Yamaha Outboard and Volvo Stern Drive engines, and jet skis. Diagnose and repair rental boats. Dealer prep new boats sold. Winterizing, shrink wrap storage, indoor storage. Hauling boats. How many years of marine repair experience do you have? Have you completed the following level of education: High school or equivalent? Do you have the following license or certification: Yamaha & Volvo Certification? Are you willing to undergo a background check, in accordance with local law/regulations? Job Type: Full-time. Salary: \$18.00 to \$30.00/hour.  
Craigslist post ID: 6550795264 4/3/18

### **Construction Laborer (Hammondsport, NY)**

- Immediate opening for a construction laborer. This is a full time position with competitive pay and some benefits after 6 months of employment. We are general marine contractors, focusing on projects around the lake. Duties to include basic carpentry and fabrication along with heavy lifting, carrying, digging and grading. Basic knowledge of measuring, cutting and fabrication are a must. Additional skills with heavy equipment operation and metal fabrication are a huge plus. Hours vary however in the past we try and work Monday-Thursday 7:30-5:30 with some O/T as needed. Must have clean DL and transportation to and from Hammondsport daily. Interested persons please send a letter of interest or resume via email and we will contact you for an interview. Position is to be filled immediately. Craigslist post ID: 6546079998 3/29/18

### **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

### **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

### **Connect-A-Service- Multiple Positions (Penn Yan, NY)**

- Come join the Connect-A-Service, Inc. team. We are a longstanding Finger Lakes company, where customers since 1988 have enjoyed one stop shopping for so many of their needs! We are now seeking honest & reliable individuals for a variety of positions.



- **HANDYMAN**- Assistant to foreman and able to carry out variety of jobs independently and as part of crew; knowledge of carpentry and plumbing helpful. Must have tools, clean driver's license, reliable vehicle.
- **HOUSEKEEPERS**- Able to work independently & with others cleaning homes & cottages. Experience helpful but willing to train. Driver's license and reliable vehicle required. Flexible hours. Must be available weekends. Supplies and equipment provided.
- **LABORERS**- Assist with yardwork, cleaning, cleanouts & debris removal, repairs, docks. Must be willing to learn. It would be helpful to have a clean driver's license, reliable vehicle and small tools.

Contact CONNECT-A-SERVICE, INC: 315-536-4733. 2772 Route 54A – Suite A, Penn Yan NY 14527.

Workforce Development 3/29/18

#### **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

## **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/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

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

- Job Description: Snap Fitness is seeking an energetic Membership Coordinator to join our team. The right candidate will have a passion for fitness; desire to motivate others, and a fun upbeat attitude. This is an incredible full-time position and an opportunity for you to join one of the fastest growing and most exciting fitness companies in the country! Responsibilities: Membership & Personal Training Sales - Responsible for achieving sales goals established by leadership team. Club Management - Lead by example and motivate team members to bring their best every day. Service Excellence - Provide members with the best equipment, guidance, and value-added services to help them achieve results. Member Engagement/Involvement - Communicate with members regularly to keep them informed and engaged. Marketing Outreach - Organize and conduct events to build community awareness and drive new memberships. Facility Excellence - Ensure that facility's equipment and cleanliness/tidiness consistently meet company standards. Requirements: Strong communication skills, ability to manage and motivate team members, ability to work with clients from all walks of life, desire for longevity, previous sales experience is a plus. Applicant must be a fun and personable team player with a great sense of humor! Must be very coachable. Must be able to instruct others on the Snap Fitness training techniques to help clients achieve their fitness goals. At Snap Fitness, we like to promote from within. If you are ready to launch a career with real growth potential, then we encourage you to apply for this position! Apply at:

<https://www.indeed.com/viewjob?jk=46c0b4ccae31855d&from=tp-serp&tk=1caldh1g20g3u41n>

Indeed.com 4/9/18

### Human Resources Coordinator (Hall, NY)

- Seedway is headquartered in Hall, New York with branches in Pennsylvania, Florida, Vermont, Maine, and New York. Seedway has about 220 employees (including seasonal workers) and approximately 15,000 customers. The cooperative does business in farm, vegetable, and turf seed. Seedway is part of the GROWMARK System, an agricultural cooperative serving more than 100,000 customers across North America and Ontario, Canada. PURPOSE AND SUMMARY STATEMENT: Performs human resources activities in an effective and efficient manner to ensure employee records and documentation are in compliance with company requirements and state and federal labor laws. ESSENTIAL JOB FUNCTIONS: Process hourly new hires and terminations for all company locations, maintain hourly personnel files, including benefits and health files, responsible for reconciliation of insurance accounts, responsible for weekly payroll processing, entering and transmitting data and maintaining payroll files, tracks paid time off for salaried and hourly employees, oversee compliance / safety training activities for all company personnel. OTHER JOB FUNCTIONS: May be required to attend career fairs, may be required to attend meetings at various company locations, may be required to conduct phone screen interviews or assist with face to face interviews, follows GROWMARK's Code of Conduct and Corporate Compliance Program, Environmental Health and Safety, OSHA and DOT policies and procedures, as they apply, performs all other duties as assigned. REQUIREMENTS: Normally requires an Associate's degree in business administration, or the equivalent thereof, and 2 years or more of human resources related work experience to demonstrate decision making skills and technical proficiency using Microsoft Office products and other proprietary software. A Bachelor's degree in human resources is preferred. HRCI Certified Professional (PHR) and/or SHRM Certified Professional (SHRM-CP) credentials. Must maintain a valid driver's license and satisfactory driving record. Must be able to travel independently and overnight. Must be willing to work hours beyond those considered "normal". Demonstrates essential abilities including business knowledge, collaboration, communication, customer focus, decision making and skill development. Ability and willingness to participate in required training that may include education on GROWMARK's policies and procedures and additional training as it relates to the requirements of the position. We are an equal opportunity employer, including protected veterans and qualified individuals with disabilities. Employment may be contingent upon receipt of an acceptable and job-related background check, drug test, motor vehicle report, and/or reference check, as applicable and permissible by law. Apply at <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=4f3c6b050c70158a> Indeed.com

### 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

### Account Clerk Typist (Yates County)

- The position involves responsibility for the performance of clerical work and the substantial operation of a personal computer, and/or other keyboarding or data entry equipment, utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records, including those of a computerized nature. Employees in this class may perform or assist in performing more difficult and responsible phases of this work. The work is usually performed under general supervision on standard assignments in accordance with prescribed procedures. Supervisors are available for consultation on unusual problems, and provide detailed instructions for all new or more difficult assignments. Performs related work as required. For more information or to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>

Workforce Development 4/9/18

### **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**

### **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

### **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**
- **Building Maintenance/Grounds**
- **Production Supervisor**

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

Workforce Development 4/9/18

### **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/>

## April 2018

### April 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 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	3 <b>Exempt Meeting:</b> 11am	4 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	5	6	7
8	9 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	10	11 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	12	13	14
15	16 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	17 <b>Jump Start:</b> 1pm	18 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	19	20	21
22	23 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	24	25 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	26	27	28
29	30 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm					

**\*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**

# 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



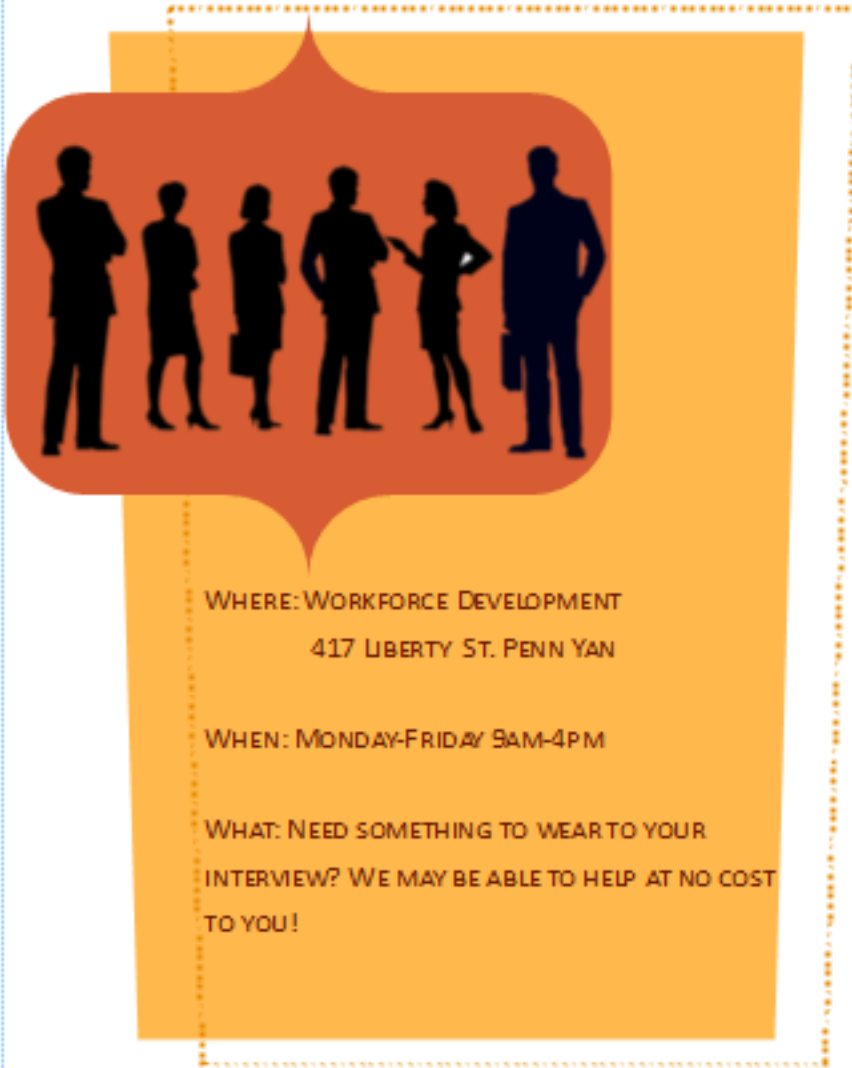
Work & Life Skills Training Program  
In Partnership with Yates Workforce Development



Workforce Opportunities • Workplace Solutions

A proud partner of the  network

*Have an interview? Make sure that you show a great first impression and are dressed for success!!*



WHERE: WORKFORCE DEVELOPMENT  
417 LIBERTY ST. PENN YAN

WHEN: MONDAY-FRIDAY 9AM-4PM

WHAT: NEED SOMETHING TO WEAR TO YOUR  
INTERVIEW? WE MAY BE ABLE TO HELP AT NO COST  
TO YOU!

# CAREER CLOSET

Donations can be dropped off at the Workforce Development  
Office located on the second floor of the County Building ,  
417 Liberty Street, Penn Yan      Monday-Friday 9am-4pm



Workforce Opportunities • Workplace Solutions

A proud partner of the American Job Center Network