

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 July 2, 2018

### AUTOMOTIVE/DRIVERS

#### **Substitute Bus Operator (Penn Yan, NY)**

- Primary duties and responsibilities: Drives bus or other revenue service vehicle to transport passengers over specified routes to local points according to a time schedule. Will assist passengers with boarding and alighting the vehicle. Complies with all local and state traffic regulations. Job type: Part time. Salary: \$12.50/hour. License: Commercial Driver License with Passenger Endorsement. Apply on website [www.yatestransitservice.com](http://www.yatestransitservice.com). Click on "work with us". If any questions, contact Ame Wright: (315)536-7447 x244. Dundee Observer 6/4/18

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

- Suburban Propane, a nationwide provider of propane and related services has the following opening in their Penn Yan, NY location: CDL Driver (Job ID 2030). Qualifications include a HS Diploma or equivalent, Class B CDL w/ hazmat and tanker endorsements, clean driving record. Strong team player with excellent customer service skills, propane delivery experience preferred, flexible schedule with after-hours call-outs, heavy lifting required. For additional information, please visit our website at: [www.suburbanpropane.jobs](http://www.suburbanpropane.jobs). Click Career Opportunities and search for job opening ID 2030.

Chronicle Express 6/13/18

#### **Mechanic/CDL Driver (Penn Yan, NY)**

- Some weeks, drive to Syracuse one day and perhaps Rochester another. The rest of the week you might run after parts, or mow the lawn, or replace brakes, or change oil or fix a roll up door or take a truck in to be inspected...You're in charge of ordering parts, DEF and oil, and you're back up for the plant mechanic. You discuss with drivers what needs to be fixed on their trucks and see that it's done. You'll be responsible for 6 company owned trucks, 4 leased trucks, three passenger vehicles, a tractor and lawn mower. This job is for someone who likes variety! You'll think through problems and feel that great sense of accomplishment and satisfaction you get when you figure things out using your mechanical ability. You discuss your plan with your boss but you won't be micromanaged and will be respected. You'll be welcomed by customers all over Upstate NY as they get to know you as a member of our small family company. Basic truck maintenance and CDL required. When driving, you'll deliver meat and other food items to restaurants and grocery stores in Upstate NY for Dudley Poultry Company. You'll be home evenings. You will be busier in summer but it's a full time, year-round position so you aren't going to starve during the winter. Hours are during the day M-F, and Saturday morning. Home nights and weekends. Hourly pay based on experience plus paid vacation, portion paid of an excellent medical plan, paid personal days, paid life insurance, clothing allowance, and employee discounts on all the food we sell...now that's a plus! Chicken, steak, pork chops, ham, mozzarella sticks, chicken tenders, pizza logs, oh boy! Hundreds of products all pennies over cost for employees only! Craigslist post ID: 6623758685 6/22/18

#### **Automotive Parts Manager (Geneva, NY)**

- President's Award Winning Friendly Ford in Geneva, NY is accepting resumes to hire an experienced Parts Manager. Business is booming and we need to fill this position now. We are seeking an energetic, multi-tasking, organized, personable, hard-working person. Parts Counter Manager with a verifiable Ford track record, great people skills and high CSI. We want a candidate who is computer literate and well-versed in inventory control, customer relations, wholesaling, budgets and clean record-keeping. Our benefits include: Pay plan commensurate with experience & demographics. Salary - Commissions – Bonuses. We are ranked number one by our customers in sales, customer satisfaction, service & parts. Interviews with our Service Manager are by appointment only - Submit your resume today! Submit your resume confidentially to this job posting. You MUST include a cover letter with Salary Requirements and contact information, including your email address and phone number. Friendly Ford 1077 Routes 5&20, Geneva, NY 14456.

Craigslist post ID: 6611697772 6/8/18

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

- Drive locally a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order. Follow appropriate safety procedures for transporting dangerous goods. Inspect loads to ensure that cargo is secure. Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations. Secure cargo for transport, using ropes, blocks, chain, binders, or covers. Some weekend availability. To apply, email [karen@longmilkhaulers.com](mailto:karen@longmilkhaulers.com). OSOS 6/11/18

### **CDL Drivers (Penn Yan, NY)**

- Finger Lakes Transport, LLC is seeking friendly, enthusiastic CDL drivers for our growing operation. We are a leading name for wine tours and special event transportation in the Finger Lakes region. Our fleet of 12-, 18-, and 20-passenger vehicles is constantly on the move providing clean, safe, and reliable transportation to residents and visitors. We are currently seeking candidates for part time employment. Weekend availability is a plus. Responsibilities: Safe operation of passenger carrying commercial motor vehicles in accordance with DOT and NYS regulations and company policies and procedures, providing a great experience to our guests, maintaining cleanliness of assigned vehicle in accordance with company standards, operating tablet computer for dispatch, 2-way radio, point of sale, and mapping applications. Preferred Knowledge, Skills, and Experience: Working knowledge of Keuka Lake and Seneca Lake Wine Trail properties, NYS Article 19-A certification, at least one-year experience in a passenger transport (or equivalent) role. Minimum Knowledge, Skills, and Experience: Current DOT medical exam certificate, current class C (or higher) commercial driver license with passenger (P) endorsement, high school diploma (or equivalent), clean driving record that demonstrates a history of safe driving practices. Job Type: Part-time. Apply at: [keukataxi.com/careers](http://keukataxi.com/careers) Workforce Development 6/28/18

### **School Bus Drivers (Yates County)**

- The work involves responsibility for the operation of a school bus or mini-van on an assigned route. In addition, a School Bus Driver is expected to perform minor maintenance tasks on vehicles to which he or she is assigned as well as to ensure the safety and proper conduct of students boarding, riding and departing from the bus. The work is performed under the general supervision of the Head Bus Driver permitting considerable leeway in carrying out the details of the work. Does related work as required. For details or to apply, please visit: <https://mycivilservice.yatescounty.org/jobopps>. Workforce Development 6/4/18

### **Part-Time Delivery Driver (Dundee, NY)**

- 10:00am-2:30pm on Wednesdays. Must be able to lift 10-15 lbs. Must have own car. \$12/hr plus paid mileage. Contact George at The Observer, (607)243-7600. Workforce Development 6/18/18

## **CUSTOMER SERVICE/SALES**

### **Multi-Media Specialist (Penn Yan, NY)**

- The Chronicle-Express is currently accepting resumés for a MULTI-MEDIA SPECIALIST to join our ADVERTISING SALES TEAM. This enthusiastic, driven, detail oriented individual can create marketing and sales materials, educate and sell digital services and products to local business owners, help businesses establish marketing plans, and act as a small to medium size business consultant. Those with great communication skills and a love of technology are encouraged to apply. MUST HAVE: Self-motivation, ambition to succeed, excellent communication and organizational skills, strong computer skills, reliable transportation. Part time with potential to go to full time. Please send Resume to: [CandyScutt@Chronicle-Express.com](mailto:CandyScutt@Chronicle-Express.com). Chronicle Express 6/20/18

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

- Help wanted: Sales Associate for the Finger Lakes Region. Own vehicle needed. High school diploma required. Sales experience preferred. Set your own hours. Full or part time. 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 6/13/18

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

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking seasonal staff to join our team. Interested individuals must have an enthusiasm for wine, a passion for taking great care of our guests, an upbeat, team player mentality, and availability to work Saturdays & Sundays on a regular basis. The ability to stand for several hours at a

time, walk up and down stairs, and to lift and carry up to 40lbs. is required. Job duties include offering wine tastings, selling wine, assisting guests, providing educational tours, running the cash register, stocking, cleaning, packaging wine to be shipped, and other related work. Up to 40 hours per week available starting in late spring. Glenora Wine Cellars is open daily, offering wine tastings and guided cellar tours. If you would like to be a part of Glenora's Retail Shop Team, please apply in person at the winery, 5435 State Route 14, Dundee, NY 14837. Craigslist post ID: 6626225975 6/25/18

#### **Gift Shop Sales Associate (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is looking to hire seasonal, part-time Winery & Gift Shop Sales Associates! Requirements: Previous winery and gift shop experience and customer service/sales experience is preferred! Interested candidates must work well with others and love being part of a growing team. Individuals must be able to provide guests with an outstanding, welcoming tasting experience as well as assist with general day-to-day responsibilities of the Wine & Gift Shop. Belhurst requires potential employees to be flexible with their availability, able to re-prioritize at a moment's notice and be open to a variety of wine and gift shop jobs as needed. Availability on weekends and holidays are crucial. Must also be able to lift boxes of wine or inventory. Location Qualifications: Potential candidates must have reliable transportation to and from work. We're looking for a local candidate within a 20-30 minute drive. We want to hear from you! Please submit your resume with the best contact information to reach you.

Craigslist post ID: 6624163230 6/22/18

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

- Domaine LeSeurre Winery is looking for a hard-working, positive and friendly individual to join our winery. Essential duties and responsibilities include, but are not limited to serving wine and educating tasting room guests. Care and attention to customer service carries through all aspects of the work. All team members work together to maintain general up-keep of tasting room, including stocking wines, cleaning, and supporting the retail duties. Celine & Sebastien Leseurre, owners & winemakers, work hard to make every experience for our guests exceptional. There is a great opportunity to learn about wine in this position. An interest in wine is essential, but previous experience is not. The ideal candidates will have knowledge of the Finger Lakes region. Part-time job opportunities, with potential to continue year-round. Some weekends including holidays. Applicants should be 21 years old or older. Must be able to stand on your feet for long periods and safely lift 40lb cases of wine. Neat, professional appearance is a must. Please apply by responding via email (no calls or drop ins, please) with a resume and letter of interest.

Craigslist post ID: 6623359556 6/21/18

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

- The Sales Associate provides excellent customer service, follows company policies and procedures and sells products to individuals at Byrne Dairy retail stores. Job Responsibilities:
  - Ensuring customer loyalty by providing exceptional customer service, responding to customers questions and resolving their problems and needs in a friendly, accurate and timely manner.
  - Using suggestive selling techniques.
  - Following company policy and procedure and all laws governing alcohol beverage and tobacco sales.
  - Following all company safety and security policies, looking for and eliminating safety hazards.
  - Operating cash register and all point-of-sale equipment efficiently.
  - Handling cash in accordance with company policies.
  - Cleaning grocery shelves, parking lots, restrooms, store interior and store exterior.
  - Stocking products on shelves, in coolers and freezers.
  - Preparing food products (pizza, subs, sandwiches, salads, soft and hard ice cream products).
  - Reporting to work on time and when needed adjusting to changes in work schedule. As a Sales Associate, you must be the type of motivated and positive individual who enjoys rolling up your sleeves and doing whatever it takes to get the job done. It is also important that you display excellent customer-service skills.
  - Ability to read and interpret documents such as policies and procedures
  - Ability to lift up to 40lbs
  - Ability to stoop, kneel or crouch when stocking and cleaning shelves
  - Point-of-sales experience, a plus

Apply at: <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=20&vjk=8494684f61124b94> Indeed 6/25/18

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

- Hunt Country Vineyards is looking for energetic people with a passion for Finger Lakes wines to join our team at our tasting room in Branchport, NY near Keuka Lake. Candidates must have excellent communication and customer service skills, an outgoing and positive personality, and enjoy working with many different types of people. We strive to make the wine tasting experience fun, relaxed and informative so that our customers want to come back again and again. 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-pound cases of wine, working behind our tasting bar, helping with set up of special wine and food events, and more. We provide extensive training. Candidates must be able to work well in a team and must be able to work on weekends. Prior wine, restaurant, and/or hospitality experience preferred, but not required. MUST BE 21 OR OLDER TO APPLY. Applicant should email Jay@huntwines.com with a cover-letter and resume or stop in person to apply.

Workforce Development 6/11/18

#### **Shift Lead (Penn Yan, NY)**

- Job Description: Opens and closes the store in the absence of store management, including all required systems start-ups, required cash handling, and ensuring the floor and stock room are ready for the business day. Responsible for opening back door of store for deliveries. Completes product returns, order voids, customer refunds, cash drops to the safe, and provides change as requested to cash registers. Models and delivers a distinctive and delightful customer experience. For a full list of responsibilities, qualifications, and how to apply, please visit:

<https://nlx.jobsyn.org/bbdfd2ab0bcb4bb0bc852681a553ab18161>

OSOS 7/2/18

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

- Milton CAT is looking for entrepreneurial independent-minded sales leaders to effectively run their own business and join our rapidly growing team. We are looking to invest in and develop the right candidate to drive business (sales and rentals) of light and heavy construction and agricultural equipment within a defined territory. This field position involves being on the road every day, setting up meetings, prospecting job sites, executing business conversations on critical issues and closing business with valued customers and prospects. If you have a passion for agricultural and heavy equipment and for the opportunity to sell an iconic brand of the highest quality and best supported products in the industry, we look forward to hearing from you. Minimum Educational Requirements: Associates Degree in business administration, communications or related field required. Equivalent education and relevant work experience may be considered in lieu of an associate's degree. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required: 2+ years' experience in field sales, strong construction and agriculture background and sales experience with proven success in prospecting and developing a territory, excellent negotiation skills, strong entrepreneurial drive and work ethic, competitive nature, driven to succeed, hate to lose, passion for heavy equipment and agriculture, solid leadership qualities (examples of initiative), strong QUESTIONING techniques that drive business conversations (Discovery/PAIN), ability to work flexible hours to meet customer needs, must have and maintain a clean driving record, travel throughout the Milton CAT territory and outside of the Milton CAT territory as needed. This job description is not intended to be all-inclusive. Your supervisor may request and assign similar duties. Apply online at:

[https://re22.ultipro.com/SOU1021/JobBoard/JobDetails.aspx?ID=\\*3FDCA09151427828](https://re22.ultipro.com/SOU1021/JobBoard/JobDetails.aspx?ID=*3FDCA09151427828).

OSOS 6/11/18

#### **TM Receiver (Penn Yan, NY)**

- This position is responsible for maintaining inventory accuracy to keep inventory shortages at or below store goals and maximize stores sales by receiving and shipping freight within a timely manner. The Receiver is responsible for interacting with customers and team members, supporting selling initiatives, and performing assigned tasks, while providing legendary customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as adhering to Tractor Supply Company safety training and guidelines. For a full list of responsibilities or to apply, please visit: <https://nlx.jobsyn.org/d1a7267a3d6a4109bd929681769358ab161>

OSOS 7/2/18

#### **Team Leader (Penn Yan, NY)**

- This position is responsible for assisting the Store Manager and Assistant Store Manager with the execution of operational, sales, and merchandising objectives by providing outstanding customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as training Team Members on the appropriate application of policies and procedures. For a full list of responsibilities or to apply, please visit: <https://nlx.jobsyn.org/ad0f7392cb874ee3a442f9a24427e0d3161>

OSOS 7/2/18

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

- As a Team Member, it is essential that you be available, flexible, adaptable and service-oriented, as you must be able to fulfill all the following requirements: Maintain regular and predictable attendance. Work scheduled shifts and have the ability to work varied hours, days, nights, weekends and overtime as dictated by business needs. Take the initiative to support selling initiatives (GURA): Greet the Customer, uncover the Customers' needs, recommend products, ask for the sale. Team Members are required to perform a combination of the following duties during 95 percent of their day. Although the mix may vary from one day to another, our business and staffing model makes it essential that every Team

Member be able to perform all of the following duties accurately, efficiently and safely on a regular basis and without advance notice: Operate cash register/computer following cash handling procedures as established by Tractor Supply Company, Recovery of merchandise, Participate in mandatory freight process, Complete Plan-o-gram procedures (merchandising, sets, and resets), Assemble merchandise, Perform janitorial duties, Execute price changes/markdowns, Operate Forklift (unless under the age of 18), Operate Cardboard Baler (unless under the age of 18), Assist customers with loading purchases, Complete all documentation associated with any of the above job duties. Team Members also may be required to perform other duties as assigned. No experience required. High school diploma or GED not required but is preferred. Apply at <https://tractorsupply.jobs/jobs/search#/detail/80004> OSOS 7/2/18

#### **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 7/2/18

## **EDUCATION/SCHOOLS**

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

- **Music Teacher (Vocal)** - full-time position at the middle school level, effective September 1, 2018. Application deadline: 7/8/18. Submit an online application at: <https://pennyan.recruitfront.com>
- **Coaching Positions (Fall 2018)** - Submit a letter of interest to Tobin Tansey, Director of Athletics, Penn Yan Academy, 305 Court Street, Penn Yan, NY 14527
  - **Assistant Modified Football**
  - **Modified Boys Soccer**
  - **Modified Boys & Girls Cross Country**
- **Student Support Services**- full-time position at the elementary level, effective September 1, 2018. Application deadline: 7/9/18. Must possess NYS Certification in one of the following areas: School Counselor, School Social Worker, or School Psychologist
- **Elementary Teacher**- full-time position. Submit an online application at: <https://pennyan.recruitfront.com>

Chronicle Express 6/27/18

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

- One position available at each school for the 2018-19 school year. Teacher certification required. Guaranteed up to 175 days of work during the school year. \$100/day. To apply, submit an online application at <https://pennyan.recruitfront.com/>.

Dundee Observer 6/13/18

#### **Cook Manager (Odessa, NY)**

- Odessa-Montour CSD has a Cook Manager vacancy for the 2018-2019 school year. Applications available at [www.omschools.org](http://www.omschools.org) or [www.schuylercounty.us](http://www.schuylercounty.us). Forward application and resume by 6/30/18 to: Schuylers County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. All employees must be fingerprinted through the NYS Education Department. There is a \$99 processing fee for fingerprinting. Applications: [www.omschools.org](http://www.omschools.org) or [www.olajobs.com](http://www.olajobs.com). Online applications preferred.

Dundee Observer 5/30/18

#### **School Social Worker (Odessa, NY)**

- Odessa-Montour CSD has a School Social Worker vacancy for the 2018-2019 school year. Appropriate NYS Certification required. Send letter of interest, application (teacher-admin), resume, evidence of NYS certification, transcripts, and three current letters of reference by June 30, 2018 to: Chris Wood, Superintendent, 300 College avenue, Odessa, NY 14869. Applications: [www.omschools.org](http://www.omschools.org) or [www.olajobs.com](http://www.olajobs.com).

Dundee Observer 5/30/18

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

- **DUTIES AND QUALIFICATIONS:** Applicants are expected to monitor behavior, attend to student comfort and safety and assist students on school grounds, in the school building and in transit on school vehicles (as needed), as well as helping teachers in the educational setting by assisting with routine classroom tasks and chores. Candidates must be in good physical condition, have good interpersonal and communication skills and be able to foster positive relationships with students and co-workers and be able to establish and maintain student respect and discipline. Candidates must successfully

pass a physical performance test as a condition of hire. \$10.40/hr. Applicants wishing to be considered for this position must call the Business Office at (607) 243-5533 ext. 7703 or send an email to [mlawson@dundeecs.org](mailto:mlawson@dundeecs.org) and request to be placed on the roster of applicants for consideration on or before the application deadline. Applications available at <https://mycivilservice.yatescounty.org/jobopps>. Deadline 11/25/18. Workforce Development 7/2/18

#### **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 6/11/18

## **HEALTHCARE/HUMAN SERVICE**

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

- Comfort Keepers is in need of hiring compassionate and motivated individuals who are interested in becoming caregivers for the elderly. Comfort Keepers provides in-home companion care that helps seniors and disabled adults to remain safe in their community for as long as possible. Currently looking to hire in the Penn Yan, NY area! All Hours Needed! Eligibility requirements include:
  - Must be 18 years or older
  - Experience with elderly (personal or professional)
  - Reliable and Trustworthy
  - Valid Driver's License
  - Reliable Vehicle
  - Clean Background Check
  - No certifications or medical background necessary!Apply Online Today! <https://ck476.ersp.biz/employment/index.cfm> or Send Resume & Cover Letter to [janetcartwright@comfortkeepers.com](mailto:janetcartwright@comfortkeepers.com).  
Craigslist post ID: 6622331269 6/20/18

#### **Family Educator (Penn Yan, NY)**

- Part Time With Potential to Work Full Time. Child and Family Resources' Parent support team is inviting applicants for a Family Educator opening for work in Ontario and Yates Counties. The primary focus is on assisting families who are currently involved in the Child Protective System with keeping families intact or reunifying parents with children who have been placed in alternative care. Family Educators provide parent education skills, life skill support, home visiting and supervised visitation services. Prior experience in home visiting and work with Child Protective Services is beneficial. Seeking applicants possessing strength-based and empowerment skills. Applicants must have reliable transportation and be willing to work a flexible schedule as time is based on parent and child availability due to work and school. Must be willing to work evenings needed. Part time position with potential to work into full-time 37.5 hours per week. AAS in family studies/human services minimum. BA or BSW preferred. Pay range \$12 to \$15 per hour depending on education and experience. <https://www.indeed.com/jobs?q=family%20educator&l=penn%20yan%2C%20ny&vjk=1b3a265bcf8e080b>  
Indeed 6/25/18

#### **Aging Services Manager (Penn Yan, NY)**

- Pro Action of Steuben and Yates, Inc. is seeking applicants for the position of Aging Services Manager to direct and provide oversight of Pro Action's Aging Services, including: Yates County Office for the Aging and Yates NY Connects. Essential Duties and Responsibilities: Monitor programs; follow contractual agreements, funding requirements, laws, and regulations; developing services for seniors according to State and Federal sponsor requirements; be actively involved on federal, state, and community boards, committees and associations; oversee community education including presentations and other outreach to promote programs. Responsible for preparing applications for funding and researching funding opportunities to develop, expand, or sustain programming. Act as the liaison between Pro Action and the New York State Office for the Aging and be responsible for overseeing the preparation of statistical, financial and programmatic reports. Qualifications: A Bachelor degree in Human Services or a related field and five years of related work experience in program development, senior services, community development or working with seniors is required, along with one year of supervisory experience. An equivalent combination of education and experience acceptable to Pro Action will be considered. To Apply: Interested applicants, please send a letter of interest, resume, and completed employment

**RN (Yates and Schuyler Counties)**

- This position is responsible for direct nursing care. The RN is responsible for the delivery of patient care. This involves the assessment of patient and family needs, and the development, implementation and evaluation of an appropriate plan of nursing care. This RN may also serve as the case manager, which involves the identification of appropriate services, supervision of home health aide staff and ongoing review and evaluation of the utilization of services. For a full list of responsibilities and requirements and to apply, please visit: <https://nlx.jobsyn.org/030007cbc3634f9b91a0172417d509b2161> OSOS 7/2/18

**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 7/2/18

**Caregiver (Penn Yan, NY)**

- In need of a caring, hard-working person to help a very busy family take care of their Mom. Must have excellent work ethic. No heavy lifting but must be able to transfer from chair to wheelchair to bed. Cooking her meals, toileting, showers, laundry and light housekeeping a must! Also need to be able to check blood sugar, administer insulin shots and give daily meds. We will train. For application or questions please call 315-719-3948 and ask for Deb. Workforce Development 6/18/18

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

- **Full Time Opportunities:**
  - Aging Services Manager
  - Clerk/Typist
  - Receptionist
  - Early Childhood Education Teachers
  - NOEP Coordinator
  - EHS Home Visitors- Corning
- **Part Time Opportunities:**
  - Bus Driver – Hornell
- **Substitute Opportunities:**
  - Substitute Drivers – Yates OFA Transportation
  - Substitute Van Drivers – Senior Nutrition

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

Workforce Development 6/25/18

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

- CNA LTC
- Certified Nurse Aide Training Program
- Cook II
- ED Crisis Evaluator
- EMT Basic
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Nurse Manager- LTC
- Nutritional Services Aide
- Radiology Tech II
- Registration Representative
- RN Bedside- Inpatient Mental Health
- RN Bedside- Med/Surg Acute
- RN Clinical Leader

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 7/2/18

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

- Substitute Residential Direct Support Professional
- Residential Direct Support Professional
- Registered Nurse- Clinical Operations
- Direct Support Professional- Direct Care
- CSS Direct Support Professional- Direct Care

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

Workforce Development 7/2/18

## **HOSPITALITY/RESTAURANT**

#### **Wait Staff (Branchport, NY)**

- Part time wait staff, part time cook (willing to train). Apply at the Valley Inn, 2862 Guyanoga Road, Branchport.

Chronicle Express 6/27/18

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

- Idlwilde Inn in Watkins Glen is looking to hire housekeepers for our busy summer season and beyond. Call 607-535-3081.

Dundee Observer 6/6/18

#### **Chef, Line Cooks, Kitchen Staff (Hammondsport, NY)**

- Now hiring Chef, Line Cooks, Kitchen Staff. Competitive salary, 401k, insurance available.

Craigslist post ID: 6630915450 6/30/18

#### **Dish Machine Operator (Dresden, NY)**

- Responsible for dish machine operation, cleaning and maintenance work as needed. Work is scheduled nights and weekends. Apply in person at the Dresden Hotel - Wednesday through Saturday between 3 and 5pm.

Craigslist post ID: 6630585886 6/29/18

#### **Bartender and Wait Person (Dresden, NY)**

- Wednesday through Saturday- evening shift 4:30-10pm. Some experience preferred. Apply in person at the Dresden Hotel, Wed-Sat between 3pm and 5pm.

Craigslist post ID: 6630590729 6/29/18

#### **Motel Desk Clerk (Watkins Glen, NY)**

- Desk clerk position available for highly rated Motel and Bed & Breakfast. The shift will be 7:00 - 2:30 or 2:30 - 10:30. Weekends are required. Usually you will work Friday and either Saturday or Sunday. Full time from July through the middle of October. Part time in the off-season.

Craigslist post ID: 6629266436 6/28/18

#### **Restaurant- Multiple Positions (Himrod, NY)**

- Hiring Line Cooks, Night Manager, Bartenders. Seeking seasonal help for small Hotel and Restaurant on Seneca Lake. 20 minutes from either Watkins or Geneva. 10 minutes from Penn Yan. Above average pay for experienced applicants. Consistent schedule, 30-40 hrs./week in a family atmosphere. Employees must have their own, reliable transportation.

Craigslist post ID: 6624773084 6/23/18

#### **Tasting Room/Wedding Staff (Dundee, NY)**

- Starkey's Lookout is seeking applicants for tasting room staff and wedding staff for our busy summer and fall seasons. Must be 18 to apply and willing to work weekends. Apply in person or visit our website for an application.

Craigslist post ID: 6624761891 6/23/18

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

- We are looking for hardworking, honest, reliable, and friendly people to join our team. Cooks and bartenders should have at least 1-year experience, but we will train the right candidate. Servers with experience are preferred, although we will train the right candidate with no experience. Bussers and dishwashers; no experience necessary. Competitive pay. Please reply to this ad to apply.

Craigslist post ID: 6618106607 6/15/18



### **Cooks and Dishwashers (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is looking to hire Breakfast Cooks, Line Cooks, Dishwashers and Banquet Cooks for Edgar's Steakhouse and Stonecutters Restaurant, as well as two ballrooms at Belhurst Castle. Belhurst is offering competitive pay, training and advancement. Experience is preferred, but we will train the right candidates. Flexibility is required when it comes to working weekend shifts and holidays. Join our friendly and supportive work environment! Candidates will work as part of a team of talented and hardworking individuals! 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!  
Craigslis post ID: 6615829573 6/13/18

### **Sous Chef and Line Cooks (Keuka Lake)**

- I am looking for a sous chef to join my team. I am also looking for line cooks. I am looking to fill these positions ASAP. Please contact me to set up an interview. Positions can be full or part time. Contact me at 607-644-0707.  
Craigslis post ID: 6613793044 6/11/18

### **Waiters/Waitresses (Himrod, NY)**

- Server wanted for regular weekend breakfast and dinner shifts and some weekday mornings. Presentable, professional and maturity preferred. Small resort on Seneca Lake half way between Geneva and Watkins Glen. Hiring immediately.  
Craigslis post ID: 6610340083 6/7/18

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

- We are seeking an Assistant Cook for our Summer Camp program. Candidate must have experience in food service, catering or cooking for large groups. The ideal candidate will have experience working with children, youth and/or individuals with disabilities. Any candidate offered a position will need to successfully complete a comprehensive background check as well. Hourly rate is \$11.75/hour. This is a seasonal position beginning on or approximately June 19 to August 10. This position is Monday through Friday, with a negotiable schedule - hours ranging from 30 to 40 hours per week. Our workplaces is an alcohol-free, drug-free and tobacco-free workplace. Please apply with a resume. Craigslis post ID: 6608769977 6/5/18

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

- DO NOT APPLY IF YOU DO NOT HAVE FOOD EXPERIENCE. Perform simple food preparation tasks such as making sandwiches, carving meats, and making salads. Complete orders, placing food on plates and serving customers at tables or counters. Clean food preparation equipment, work areas, and counters or tables. Order supplies and stock them on shelves. MUST have experience with a POS System. Work includes walking, standing for up to 4 hours without a break, repetitive grasping, repetitive hand and arm movements, occasional heavy lifting, bending, and reaching, along with continuous interaction with customers and co-workers in a fast-paced environment.  
<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=a7bd9a99c63bed9c> Indeed 7/2/18

### **Sous Chef (Keuka Park, NY)**

- Job Description: Select and develop menus, recipes and other requests made by the client; listen and effectively respond to the needs of the client; continuously create and oversee new menu options; proactively identify opportunities to nurture client relationships and grow sales; provide outstanding customer service support; ensure that all kitchen equipment is clean and professional in appearance at all times; follow directions and implement instructions from the Executive Chef; pursue and complete directives with limited supervision. Job Requirements: Culinary Degree preferred; 2 years of experience; experience in a high-volume catering environment preferred; ability to build relationships by actively listening and responding to the client's needs; adaptable to changing business conditions; comfortable dealing with fast-paced environments. Benefits: AVI offers a family culture and atmosphere, competitive compensation, health, dental, vision, and life insurance for full-time team member, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities, company-provided uniforms, discount program. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/2345bd7526474243b7de15adbcd6eec4161> OSOS 7/2/18

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

- 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://nlx.jobsyn.org/4f7631e1f2864cf9939d58695c80aab3161>

OSOS 7/2/18

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

- The Salvation Army has an exciting part-time opportunity to work at Long Point Camp & Retreat Center, located on beautiful Seneca Lake in Penn Yan, NY. We are seeking a Housekeeper to assist with maintaining the cleanliness of the camp, lodge, lakeside, and other areas as scheduled/needed. This position is scheduled to work Monday through Friday, 8:00am-1:00pm for a total of 25 hours/week. The Salvation Army offers a truly excellent benefits package to eligible part-time employees, including: Generous time off every year that includes paid holidays, vacation time, and sick time, employer funded Pension Plan (company contributions begin after 1 year of employment), Sprint and Verizon Wireless Discounts, eligibility for supplemental insurance plans, including Short Term Disability, AFLAC, and Voluntary Term Life. Responsibilities: Assist the Camp Administrator in daily tasks as needed and directed, cleaning of all lakeside, lodge, and other areas as needed or scheduled, quarterly cleanings for all locations noted above, must maintain cleaning check-lists for submission to Camp Administrator, report all maintenance needs to Camp Administrator for repairs. Qualifications: High School Diploma or equivalent required, working knowledge of cleaning materials and equipment and able to learn acceptable cleaning methods, ability to communicate effectively in writing and orally. To apply, please visit:

<https://nlx.jobsyn.org/5975f7a55eb54a5bb233ad8fa08f14c7161>

OSOS 7/2/18

#### **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 6/18/18

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

- TOP OF THE LAKE is hiring kitchen staff! Stop in to apply at 301 Lake Street!

Workforce Development 7/2/18

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

- The Wagner Restaurant is looking for a full/part time cook with experience and can work in a fast-paced environment. Stop down for an application.

Workforce Development 6/25/18

#### **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.
- **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.
- **Overnight Security-** The Security Guard is responsible for the safety and security of the guest and employees, their property, and the property of the Hampton Inn Penn Yan.
- **Breakfast Attendant-** Prepares and serves Hot on the House Breakfast for guest following company policies and procedures.

Apply in person at 110 Mace Street, Penn Yan, NY.

Workforce Development 6/25/18

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

- Part Time Summer Help- \$13/hour
- Maintenance Technician
- Operations Coordinator
- Maintenance Laborer (Part time)

## **LABOR/AGRICULTURAL**

### **Laborer/Water Assistant (Prattsburgh, NY)**

- The Prattsburgh Water Department is accepting applications for the position of part time laborer/water assistant. The position is as needed with no minimum schedule. Please call 607-522-3730 for more information or stop in at 19 North Main Street to fill out an application. Chronicle Express 6/13/18

### **Housekeeper/Handy Persons (Penn Yan, NY)**

- Now hiring housekeepers and handy persons. Apply at Connect-A-Service, Inc., 2772 Route 54A, Penn Yan or call 315-536-4733. Chronicle Express 6/13/18

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

- Looking for a housekeeper to join our team in Keuka Park. Interested candidates please apply at <http://sodexo.balancetrak.com>. Search requisition #2018-08534. Chronicle Express 6/6/18

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

- Must have valid driver's license. 40 hour work week. Occasional overtime and weekend work required. Apply in person at 91 Havana Glen Rd., Montour Falls. No phone calls. Dundee Observer 6/6/18

### **General Maintenance (Watkins Glen, NY)**

- Join our exciting team at Lakeside Resort for another great summer. Possibility for full year employment. Competitive hourly rate commensurate with experience. Inquire in person Monday-Friday 8 AM - 12 PM. Property maintenance and general tasks. We have a little bit of everything here - and we're willing to teach you if you're willing to learn! Craigslist post ID: 6624713338 6/23/18

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

- Domaine LeSeurre Winery is looking for a PART TIME hard-working, positive and friendly individual to join our winery. Experience in duties is preferred. Must be physically able to lift 50lbs, stand for long periods of time, lifts and bend and Work in various weather conditions. Duties include: plowing snow, cleaning, ground maintenance, construction projects, painting, cutting trees, driving tractors and bottling/labeling wine. Part Time, 1 to 4 days a week. Please apply by responding via email (no calls or drop-ins, please). Craigslist post ID: 6623362437 6/21/18

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

- Currently accepting applications for par time position in our manufacturing plant. Please apply in person at Roto Salt, 118 Monell Street, Penn Yan, NY 14527. Please bring two forms of Identification with you. Craigslist post ID: 6620906572 6/19/18

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

- 2 fulltime seasonal H-2A jobs available 8/28/18-11/27/18. This is a joint H-2A order with C&D Wager Inc., James A. Bedient and Gridley Vineyards. Perform any and all operations necessary to maintain and harvest on a tree fruit and grape farm. Must work in all weather conditions. Piece rates are in effect for grape pruning, grape tying, fruit tree pruning and apple harvest. Requirements: 3 months of experience. Employers will train. Random drug testing and criminal background checks can be performed post hire at employer expense. Exposure to extreme temperatures/repetitive movements/frequent stooping. Must be able to lift 80 pounds. Entire job duty description (ETA 790 and Spanish translation) should be reviewed and provided to qualified applicants from [http://labor.ny.gov/careerservices/h2a\\_orders.shtm](http://labor.ny.gov/careerservices/h2a_orders.shtm). Apply by mail, fax, or email: Roxanne Wager, 2673 Sand Hill Rd., Penn Yan, NY 14527. Fax: (315) 536-2744. Email: [applewag@hotmail.com](mailto:applewag@hotmail.com). OSOS 7/2/18

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

- **Product Development & Operations Support Assistant**
- **Summer Laborer**
- **Human Resources Coordinator**
- **Northern Corn & Soybean Specialist**

- **Conditioning Plant Operator**
- **Seed Lab Technician**

To apply for any of the positions listed above, please visit [https://jobs.growmark.com/seedway/content/Search-by-Location-Seedway/?locale=en\\_US](https://jobs.growmark.com/seedway/content/Search-by-Location-Seedway/?locale=en_US)

Workforce Development 7/2/18

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

- Martini Vineyards is currently seeking a full time vineyard assistant. Our vineyard is located on the West side of Seneca Lake and is comprised of 80 acres of established vinifera vineyards with 15 acres of new plantings. We are looking for an energetic, outdoor loving individual to join our team. This is a full time/hourly position with benefits. The right candidate should have farming experience, viticulture and/or horticulture is preferred but not necessary. Duties include but are not limited to planting, pruning, harvesting, canopy and floor management, vine training and trellis maintenance as well as equipment and shop upkeep, farming experience preferred, positive attitude, mechanical skills, ability to adapt to unforeseen constraints of weather, labor and equipment, ability to work a flexible schedule during critical times of the season, love for the outdoors, ability to walk 2-5 miles/day on uneven terrain, ability to work in various weather conditions, a sense of humor. We are a family owned and operated vineyard in operation since 1973. Please send all inquiries/resumes to Peter Martini, 1031 Anthony Road, Penn Yan, NY. Email : [martinivms@gmail.com](mailto:martinivms@gmail.com). Phone: 315-382-2419.

Workforce Development 6/22/18

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

- City Hill Excavating is currently hiring for skilled laborer positions. If you are looking for a competitive paying job with benefits and a position with the opportunity to advance your skills in the excavation industry, this position is for you. Applicants must be experienced with a grade laser, installation of Storm Sewer, Sanitary Sewer, water distribution, concrete and asphalt preparation, and all tasks associated with site development. (Operating experience is a Bonus!) Employee benefits: Health insurance including dental and vision, 401k retirement account, paid holidays, paid vacation. Apply at [https://www.facebook.com/pg/CityHillConstruction/jobs/1757985474288073/?source=attached\\_post\\_homepage\\_stream](https://www.facebook.com/pg/CityHillConstruction/jobs/1757985474288073/?source=attached_post_homepage_stream)

Workforce Development 6/11/18

#### **Water System Operator/Wastewater Maintainer (Jerusalem, NY)**

- WATER SYSTEM OPERATOR/WASTEWATER MAINTAINER (PROVISIONAL FULL-TIME): Town of Jerusalem seeks qualified applicants for this union position. Minimum qualifications: Graduation from high school or possession of a high school equivalency diploma and either: (a) Two (2) years of experience in a semi-skilled profession; or (b) Two (2) years of experience in water distribution and wastewater collection. In addition, applicant must possess a valid New York State driver's license, and have some computer knowledge and complete NYS DOH certification within one year of appointment. Position requires weekend on call availability and preference will be given to Town of Jerusalem residents. Salary \$16.00 per hour with Medical and Dental benefits. Applications are available and must be submitted to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527, online at [www.yatescounty.org](http://www.yatescounty.org) or call (315) 536-5112 for further information. Deadline for applying is Tuesday, July 31, 2018.

Workforce Development 6/25/18

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

- Complete all jobs assigned promptly and professionally, keep cost to the customer at a minimum and profitability of the dealership in mind. Treat all customers and coworkers with the courtesy and respect they deserve. Complete all work tasks assigned as safely and efficiently as possible. Ensure the service work performed completed the work order. Complete all required paperwork or computer/database entries for job assigned, making all necessary remarks legible on the work order, warranty parts, return parts, etc. Inspect overall condition of each vessel and trailer, reporting any safety concerns or recommended additional service items to the Service Director. Strictly comply with all company policies regarding safety, use of tools, equipment and vehicles. Performs other related duties as assigned. 5-6 days a week, weekends a MUST during summer season. High school diploma or equivalent preferred. Some experience preferred, boat experience a plus. Skills needed: Essential mechanical and technical skills, knowledge of marine parts and components, computer literate, good health and temperament and physical mobility. Pick up an application and submit in person, by mail (#2 Route 54 East Lake Rd., Penn Yan), or by fax (315)-536-8277.

Workforce Development 6/4/18

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

- Perform rigging work in an orderly, quality and cost-effective manner. Maintain a clean and safe work area and follow safety rules and regulations at all times. Complete all service/repairs from work orders and return completed orders to service. Update service manager on additional charges and time requirements as it is identified. Properly tag all warranty parts. Ability to follow all company policies and procedures. Be able to work independently, self-motivated, and process driven. Performs other related duties as assigned. 5-6 days with weekends a MUST during summer. 5 days in off-season. Experience: Use of hand tools and mechanically inclined. Skills needed: Mechanical ability with hand tools, computer

## **OFFICE WORK/MANAGEMENT**

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

- Must possess strong spelling, grammar, and interpersonal skills and be attentive to details. Please send resume or letter of intent to Box #593, c/o The Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 6/20/18

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

- Once Again Shoppe is seeking applicants for Assistant Manager. Part time, approximately 18 hours per week. Retail experience desired; must be able to communicate with management, employees, volunteers, and customers. Must be able to lift 20 lbs. and climb stairs. Must have basic computer skills. High school diploma required. For information, call Barbara Pringle at 315-536-3620. Stop by the store at 100 East Elm St., Penn Yan for an application. Chronicle Express 6/6/18

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

- NEW OPPORTUNITY for a full-time Community Manager, to manage and oversee our 80-unit apartment community at Meadowside Apartments, in Penn Yan, NY. Successful candidates should have previous site management experience in affordable housing. Must be a self-starter who works well independently; is proactive and reliable and enjoys making a positive difference in the lives of the residents. Ability to multi-task projects with excellent time-management and organizational skills essential. Excellent business skills needed including attention to detail in reporting and budgeting, ability to motivate and manage the on-site team, maintain positive attitude and resident relations, while having sound business and management practices. Excellent communication and customer service skills to interact with team, residents, vendors, and visitors a must. Prior accounting experience (budgets, payables/receivables) is preferred. Join our dynamic Conifer Realty Team today -- Conifer Realty is a nationally ranked, full-service real estate company specializing in the development, construction, management and ownership of nearly 15,000 units of high-quality, affordable housing communities throughout four states. We are a professional, service-oriented organization with excellent benefits that include 401(k), medical, dental, life, short and long-term disability insurances and a competitive salary commensurate with experience. To apply: <https://www.infinityhr.com/extranet/recruiting.aspx?id=0EB4AA97-B72F-4D18-AB99-AA9DF9E78778&src=Craigslist&rqid=0B613234-3AB4-498D-8E33-345F0525A861> Craigslist post ID: 6604859145 6/1/18

### **Customer Relations Specialist (Penn Yan, NY)**

- We are currently looking for a Customer Relations Specialist to play a pivotal role in helping to support excellent customer service, customer retention and new customer acquisition. As a Customer Relations Specialist, you will serve as a main point of contact for our customers by handling inbound and outbound sales and service related calls which involve resolving issues, determining customer needs, offering appropriate products and services, closing sales and maintaining accurate customer records. Responsibilities:
  - Handle a high volume of incoming calls ensuring customer service quality, efficiency, and accuracy at all times
  - Maintain an in-depth knowledge of Suburban Propane products and services, customer account and billing processes, new customer information, and various policies and procedures related to product delivery and service
  - Utilize a proactive sales approach with every customer interaction to uncover additional sales and service opportunities
  - Present a professional, confident and enthusiastic image to develop trusting relationships with all customers
  - Effectively manage customer account data which includes setting up new accounts and maintaining related dataWhy Suburban Propane? Suburban Propane takes pride in serving our employees and does so by offering competitive pay with incentive potential and a comprehensive benefits package including, but not limited to, medical, dental, vision, disability, life insurance, HSA and FSAs, paid vacation, personal and sick pay, tuition assistance, online learning opportunities and training, and a 401(k) with company match and immediate vesting. Qualifications:
  - Minimum of 3 years of experience in a customer service role
  - Minimum of a High School diploma or GED preferred
  - Solid computer skills including Microsoft Office, data entry and the ability to run and analyze reports
  - Ability to multi-task and prioritize assignments in a team environment

As part of our pre-employment hiring process background checks and drug screens are performed.

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=30&vj=a1ce48c0f8425d39>

Indeed 7/2/18

### **Land Surveyor Assistant (Penn Yan, NY)**

- Local Land Surveyor is in need of an assistant. Willing to train the right candidate! Applicants need a high school diploma or equivalent, driver's license, must be presentable in appearance and able to pass a drug test. Applicant will be responsible for moving equipment and will need to be able to walk long distances if necessary. Great opportunity to learn a trade! Wage will be based on experience. Resumes can be dropped off at Workforce Development, 417 Liberty St. Penn Yan or emailed to lisa.principio@dfa.state.ny.us. Workforce Development 5/25/18

## **SKILLED/MANUFACTURING**

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

- Remedy Staffing is now hiring for Silgan Plastics. Packaging, inspection, and production. Great work environment, \$11.30/hr to start. Call 315-781-6200. Chronicle Express 6/13/18

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

- Immediate job opening for electrician or electrician helper. Experience in residential, commercial and industrial wiring installations a plus. Full or Part-time. Please e-mail with description of experience/resume and phone number or call (315) 536-2120. Craigslist post ID: 6628385459 6/27/18

### **Entry Level Plumber (Penn Yan, NY)**

- Looking for an entry level plumber's helper. Will train. Must have a clean driver's license, have basic mechanical skills, eager to learn, hardworking, and must be dependable. Wages discussed at interview. Call, text or email resume. Craigslist post ID: 6628785738 6/27/18

### **Production/Packer (Dundee, NY)**

- Fast paced, high production, organic food handling (dried foods), retail packaging facility. Seeking self-motivated "team player(s)" for production based, full time, entry level position(s). Day Shift Position(s) Available, 8 to 10hrs/day, Mon-Fri, anywhere from 5am to 5pm. Current positions qualify for (up to) an additional \$2.00/hour performance based bonus potential. No specific work experience required. Will receive training upon hire. Descriptions: Standing Positions, Manual Scale Operation, Semi-Automated Scale Operation, Legible/Accurate Documentation Required, Baseline Performance Requirements, Reliable Attendance is A MUST! Craigslist post ID: 6617772202 6/15/18

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

- We currently have openings for Inspector Packer Positions in Penn Yan NY. We have 12-hour night shift positions available. Night shift 8pm-8am Pay Starting at \$11.75 an hour. Work weekends every other month, one week you will work 3 days the next week you will work 4 days. Positions are Temp-to-hire. \$100 Perfect attendance bonus per month. The job entails inspecting and packaging plastic bottles and containers into boxes. Will require you to be on your feet for 12 hours a day lifting from 15-35 pounds. Call or text Anthony at (585) 412-8532. Craigslist post ID: 6610476032 6/7/18

### **Production (Himrod, NY)**

- Riverwood Cabins is seeking Production workers/builders for their Himrod, NY location to start as soon as possible. They are looking for entry level to experienced builders. Competitive wage (\$13.50-15.50 per hour as a pre-bonus training rate) plus production bonuses paid weekly after 90 days of employment. There is also a signing bonus of \$1,000 to be given at 6 months employment. Preferred experience includes:
  - Carpentry experience (trim carpentry and finishing experience a PLUS)
  - Building/Construction experienceSkills required:
  - Clear communication which includes being able to adapt under pressure
  - Execution and time management skills
  - Must be willing to do what it takes to get the job done
  - Reliable and works as a team with othersJob duties also include upholding safety procedures & protocols. Compensation Package is determined by experience and expertise which ALSO includes:
  - 10 company paid holidays
  - Benefits offerings
  - Weekly production bonus (Bonus pool begins 30 days after employment)

Come and build your career with our progressive company. We have a superb reputation and need REAL STARS to work with our customers & team members.

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vik=b8ae440985f2a8a5>

Indeed 7/2/18

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

- The primary purpose of this position is to perform testing in the Quality Control Laboratory that require high degrees of accuracy and skills. The equipment and procedures performed in this position are ICP, XRF, XRD, HPLC, Wet Chemistry and CMP analysis. Responsibilities Related to the Job:
  - Performs job duties in compliance with Environmental, Health and Safety policies and practices.
  - Performs sample preparation or dilutions with high degree of accuracy.
  - Performs testing of raw materials, in-process or finished goods samples based on documented specifications in a manner that assures high quality results.
  - Performs equipment calibrations and preventative maintenance as required to assure instrumentation is in top working order.
  - Performs equipment repairs and troubleshooting on equipment within their area and serves as the sites expert for that instrument.
  - Develops test methods or regressions for new product analysis as needed.
  - Reports and statistically evaluates data as required by control plans.
  - Performs MSAs and GR& R as required to meet customer requirements.
  - Supports Engineering, AT and R& D with special requests for analysis as necessary.

#### Social Responsibilities:

Maintain compliance with Ferro's Code of Business Conduct, policies and procedures, management systems, and all applicable Environmental, Health, Safety other regulations  
Act according to the Ferro's Values & Behaviors

#### Required Qualifications and Knowledge:

Bachelor's degree in Science, Chemistry or Biology.  
Minimum of 3 years' experience in working in a chemical laboratory.  
Demonstrated ability to perform chemical testing using similar or relative equipment  
Must have knowledge of chemicals, safe handling, MSDS, Hazard Communication, OSHA / EPA and DEC requirements as they pertain to the chemical laboratory.

Apply at: <https://nlx.jobsyn.org/869c97f8e4d54a1083f7fceabbcf33f161>

OSOS 7/2/18

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

- **Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift**
- **Warehouse- Forklift Operator- 2<sup>nd</sup> shift**
- **Planner/Material Scheduler**
- **Wastewater Treatment Operator- 3<sup>rd</sup> shift**
- **Maintenance Technician- 2<sup>nd</sup> shift**
- **Machine Operator (Future Opportunities)**

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

Workforce Development 7/2/18

### **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/>

## July 2018

### July 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	3 <b>Exempt Meeting:</b> 11am	4 <b>Holiday!</b>  <b>OFFICE CLOSED</b>	5	6	7
8	9  <b>HSE:</b> 9am-12pm	10	11 <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	12	13	14
15	16 <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1pm	17	18 <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	19	20	21
22	23  <b>HSE:</b> 9am-12pm	24	25 <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	26	27	28
29	30  <b>HSE:</b> 9am-12pm	31				

**\*Notes:**

\*HSE: High School Equivalency

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



**Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456**  
**Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper References Counselors Available for Assistance**



# 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



Workforce Opportunities • Workplace Solutions

A proud partner of the AmericanJobCenter® 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



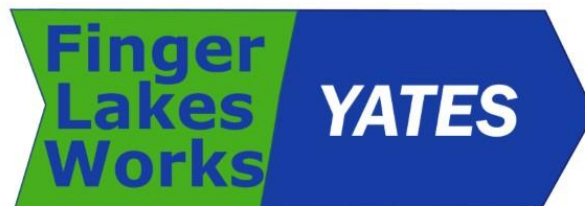
## OPEN RECRUITMENTS

Tuesdays from 1:30-3:30pm

at

Workforce Development  
417 Liberty St, Penn Yan

*Hiring for multiple positions!!*



*Workforce Opportunities • Workplace Solutions*

A proud partner of the American **Job**Center<sup>®</sup> network