

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 October 1, 2018

### AUTOMOTIVE/DRIVERS

#### **Wine Tour Guide/Driver (Penn Yan, NY)**

- We are seeking super fun and friendly wine tour guide/drivers to show groups around the Finger Lakes wine country. About the positions: This is a great job for someone who is passionate about wine! Take customers to a range of wineries and sights as required. We may provide an itinerary to follow or the clients may have one of their own. We encourage all our drivers to help customers have the best experience possible on the wine trails. Knowledge of wine trails and being flexible for the clients is a must. Casual hours - weekends and weekdays (usually full days - with Saturday the most popular) most tours run between 10am and 5pm. Most customers will require pick up from their lodging or homes around the Finger Lakes Region. Group sizes vary from 2-11 people. We organize vehicle hire as required. Pay is around \$12-15 per hour plus tips, most tours are 6 hours. About the applicant: Our customer experience is very important to us and we require our drivers to be friendly, patient and a bit of fun! Knowledge of wine and the Finger Lakes wine region is highly desirable. We are looking for someone with a New York Class B or C License with passenger endorsement or Class E chauffeur license. Must have minimum of 1 year of experience driving passengers. Must have clean driving record. To apply for this role please tell us a bit about yourself and your experience. Please also let us know your usual availability (weekends, week days, any restrictions) and your home suburb. Requests for more information are welcome. Please send inquiries to [ridewithpals@gmail.com](mailto:ridewithpals@gmail.com). OSOS 9/17/18

#### **Auto Mechanic (Waterloo, NY)**

- Anything from oil changes, breaks, and alignments to replacing transmissions/engines or cleaning shop when slow. Electrical diagnostics would be a plus. Saturday work is very rare. Stop by and fill out application or email resume to [johnpulver@hotmail.com](mailto:johnpulver@hotmail.com). Workforce Development 9/19/18

#### **CDL Bus Driver (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 applicationsPreferred 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) roleMinimum 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

Apply at: 246 E Elm St, Penn Yan, NY 14527.

Workforce Development 9/11/18

## **CUSTOMER SERVICE/SALES**

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

- Seeking professional wine sales associates for our Dundee, Penn Yan, or Geneva tasting rooms. 2-3 Saturdays per month, shifts between 10a-6p, occasional Sundays available. Customer service skills required, winery experience not necessary. Serious inquiries only. 315-536-0882. Ask for Tiffany or Jody. Chronicle Express 9/19/18

### **Weekend Tasting Room Staff (Dundee, NY)**

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking weekend staff to join our team. Interested individuals must have an enthusiasm for wine and hospitality, a passion for taking great care of our guests, an upbeat, team player mentality, and availability to work Saturdays and/or 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 40lbs. is required. Job duties may 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. 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: 6691696189 9/7/18

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

- Retail Store Associates play a meaningful role within the CVS Health family. At CVS Health, we're shaping the future of health care for people, businesses, and communities. With your talents and expertise, you can help us play a more active and supportive role in each person's unique healthcare needs. Join our team of thousands as we positively impact millions...one customer at a time. The Retail Store Associate position provides an opportunity, in a leading retail setting, to excel in a growing, high impact, customer focused role, working both independently and as a member of a team, to positively impact the lives of others. Essential Functions:
  - Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues
  - Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed
  - Accurately perform cashier duties - handling cash, checks and credit card transactions with precision while following company policies and procedures
  - Maintaining the sales floor by restocking shelves, checking in vendors, updating pricing information and completing inventory management tasks as directed by store manager
  - Supporting opening and closing store activities, when needed
  - Providing customer support to all departments, including photo and beauty, ensuring departments are fully stocked and operational while remaining current with all updated services and tools
  - Assisting pharmacy personnel when needed, including working regular shifts in the pharmacy as part of opportunities for growth and career development
  - Embracing and advocating for new CVS services and loyalty programs that support our purpose of helping people on their path to better health

Required Qualifications:

- At least 16 years of age

Physical Requirements:

- Remaining upright on the feet, particularly for sustained periods of time
- Lifting and exerting up to 35 lbs. of force occasionally, up to 10 lbs. of force frequently, and a negligible amount of force regularly to move objects to and from, including overhead lifting
- Visual Acuity - Having close visual acuity to perform activities such as: viewing a computer terminal, reading, visual inspection involving small parts/details

Preferred Qualifications:

- Previous experience in a retail or customer service setting

Education:

- High School diploma or equivalent

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=0243bba937b8ee7b>

Indeed 9/10/18

### **Box Office Associate (Geneva, NY)**

- The Smith Center for the Arts is in search of an outgoing, enthusiastic team member who has passion for presenting film and live performing arts as well as knowledge of audience services. Position: Box Office Associate. Scope of Work:
  - Provide ticketing services for Smith-presented events and venue rentals in person and via phone
  - Meet and greet the public, answer phones handle a wide range of requests via phone, in person, and e-mail
  - Help the Box Office Manager with office tasks (updating website and databases, for example) as requested

- Troubleshoot with house management staff as needed
- Order office and theater maintenance supplies
- Process daily mail
- Stock concession area
- Track all incoming cash and create daily bank deposits
- Help with miscellaneous tasks as needed

For more details or to apply, please visit: <https://thesmith.org/about-the-smith-center/staff/we-are-hiring/>

Workforce Development 9/24/18

**Event Planner/Coordinator (Geneva, NY)**

- Three Brothers Wineries and Estates is seeking a highly motivated, hospitality professional to add to our growing company. This full-time hybrid job would focus on coordinating on-site events primarily and serve as a hospitality lead on non-event days. **EVENT COORDINATOR JOB DESCRIPTION:** The Event Coordinator will be responsible for planning, execution and follow-up for all TBW events. This will include Wine Club Events, Public Events, Marketing Events and Private Events from beginning to completion. Duties & Responsibilities may include the following:

- Provide impeccable quality customer service
- Plan and prepare Event Orders, contracts, menus, floor plans and event timelines
- Execute event timelines/logistics during the event
- Maintain inventories of event items and order event supplies as needed
- Brainstorm with Management Team regarding event details
- Event setup to include overseeing vendors on property (entertainment, lighting, staging, etc)
- Communicates to key departments regarding timing, deliveries, setup and other pertinent event details
- Maintain and update event information for management team to stay informed
- Process event deposits & client payments
- Open and/or close facility for events, as required
- Maintain complete event file for each individual event
- Email communications with potential event clients and providing the information requested

Skills & Specifications:

- Enjoy social events and interaction with guests
- Experience in event planning and execution – passion for events industry
- Ability to work quickly and under pressure
- Excellent organizational skills, attention to detail, ability to multi-task and use discretion with confidential information
- Be dependable and work independently, as well as with others
- Willing and able to work in team environment – in a leadership role. Keep good relations with team members by portraying positive attitude and willingness to work together.
- Be professional role model – mature with superior customer service skills
- Have good communication skills
- Be flexible with work schedule. The schedule will vary depending on event bookings. This will include weekends and evenings when required.

Salary commensurate with experience. Comprehensive health, 401k and vacation plan. Email resume to

[erica@3brotherswinery.com](mailto:erica@3brotherswinery.com).

Workforce Development 9/24/18

**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 9/17/18

### **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 9/17/18

## **EDUCATION/SCHOOLS**

### **Anticipated Computer Aide (Penn Yan, NY)**

- Full time position available at the Penn Yan Central School District. Applicants must have graduated from high school and have at least one year of full-time, or it's part-time equivalent, paid work experience. Applicants must successfully pass the Yates County Personnel Department's examination and score within the top three. Salary is \$18.03/hr. Apply to Ms. Cathy Milliman, Penn Yan CSD, 1 School Drive, Penn Yan, NY 14527 by October 5, 2018. Chronicle Express 9/26/18

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

- Per diem substitutes needed in all areas: Teachers and Teaching assistants, Registered Nurses, Bus Drivers and Monitors, Food Service Helpers, and Custodial Workers. For substitute Teaching and Teaching Assistants, apply online at: <https://pennyan.recruitfront.com>. For all other substitute positions, you may obtain an application at the district office, located at One School Drive, Penn Yan, NY. For further information, call 315-536-3371. Chronicle Express 8/29/18

### **Elementary Art Teacher (Dundee, NY)**

- Dundee Central School is currently seeking an Elementary Art Teacher to begin upon board approval. New York State Certification is required. All employees must be fingerprinted through the NYS Education Department. An application can be found on-line and should be sent by October 5, 2018 to: Laurie Hopkins-Halbert, Elementary Principal, DCS, 55 Water Street, Dundee, NY 14837. Dundee Observer 9/26/18

### **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 9/17/18

## **HEALTHCARE/HUMAN SERVICE**

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

- Penn Yan Manor Nursing Home has positions open for full time evening shift CNAs. Paid vacation and personal time, shift differential, paid holidays, employer matching 401k and life insurance, dental and health insurance, tuition assistance, recognition bonus, competitive pay, EOE. Please send resume and/or application to: 655 N. Liberty Street, Penn Yan, NY 14527. Fill out an application at the business office, or print application from the web site: pennyanmanor.com. Dundee Observer 9/12/18

### **Personal Care Aide (Penn Yan, NY)**

- Personal Care Aide for the Enriched Housing Program at St. Mark's Terrace Penn Yan. Duties include housekeeping, laundry, personal care, meal preparation and activities. Part-time, including rotating weekends and holidays. Training provided. No calls please. Applications available at 110 Chapel Street, Penn Yan. Chronicle Express 9/12/18

### **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. The Wellness Ambassador is responsible for the functions below, in addition to other duties as assigned: Promote pharmacy and clinical services for Rite Aid in support of script growth initiatives; Perform business to business and community outreach activities including immunization outreach, senior citizen center visits, health care provider visits, and fitness center visits; Introduce the customer to the Pharmacist and provide support for the pharmacist as they guide the customers in selecting and making purchasing decisions on products related to their wellbeing (vitamins, OTC, specialty

foods etc.); Organize, promote, and facilitate health events for Rite Aid; Support, embrace and implement new initiatives to support wellness and health trends; Utilize specialized knowledge of product categories to provide excellent customer service and promote health and wellness; Engage customers and provide a unique shopping experience utilizing in store technology. All duties described in this document are to be performed in keeping with the core values and service attributes consistent with the Rite Aid brand and strategy. Experience/Requirements: The following qualities are required of the Wellness Ambassador: Minimum age of 18 years old for business travel thru use of personal vehicle or public transportation; Ability to pass drug test; Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated; Ability to effectively promote services; Ability to preserve confidentiality of information; Ability and willingness to move with purpose and a strong sense of urgency; Ability to work weekends on a regular basis; Ability to work extended days on an occasional basis; Ability to work day or evening hours; Accuracy and attention to detail; Ability to organize and prioritize a variety of tasks/projects; Familiarity with industry/technical terms and processes; Ability to work within strict time frames and resolute deadlines; Typing speed of 40 WPM; Proficiency with the Microsoft Office Suite (Word and Internet Explorer). Education: High school diploma or general education degree (GED), plus one (1) year experience in the retail or healthcare industry. Sales and marketing training and/or experienced is preferred; or equivalent combination of education and experience. Apply at:

<https://nlx.jobsyn.org/b2f65f2623d5412690f6ffc18ac23329161>

OSOS 9/17/18

#### **Personal Care Aide (Penn Yan, NY)**

- Personal Care Aides for all shifts and every other weekend. We need caring, dependable individuals who feel rewarded by providing support services to residents. Responsibilities include assisting residents with activities of daily living, and providing direct care in accordance to the New York State Department of Health regulations for adult homes. Previous experience is not required; we will train you. Part-time and full-time positions are available. Benefits are available to qualified employees. Apply by email to [ccmanor@rochester.twcbc.com](mailto:ccmanor@rochester.twcbc.com).

OSOS 9/10/18

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

- Care Manager Position Available in Yates County. Responsible for, but not limited to, providing direct diagnostic evaluative services to clients referred to this Agency by many varied referral sources. To assess the client's primary and secondary diagnosis and, thus, need for further counseling. Supply identified client's direct therapeutic services through individual, conjoint, family and/or group therapy. With self-direction and competence, carry out the Agency's responsibilities to its clientele. Handle intake and service load with independent judgment using self-initiated consultation in technical problems of diagnostic evaluation in treatment techniques. Participate in community presentations and training programs. Provide counseling to assist clients in the development of appropriate interpersonal, problem-solving and decision-making skills. Requirements: Associates Degree in Human Services and behavioral health experience preferred. English/Spanish a plus. Finger Lakes Addictions Counseling and Referral Agency (FLACRA) is a growing, not-for-profit substance abuse treatment provider with decades of experience and multiple program locations throughout the Finger Lakes Region. We are currently expanding services which include outpatient, residential, crisis center, vocational, housing and youth services. For best consideration submit resume and cover letter to: Attn: HR, 28 E. Main Street, Clifton Springs, NY 14432.

OSOS 9/17/18

#### **LPN (Yates County)**

- The LPN is responsible for the delivery of nursing services to assigned patients. The duties and responsibilities for the care to be delivered by the LPN are identified and defined by the team manager. The LPN most often is responsible for administering specific nursing interventions, such as dressing changes, catheter care, and injections, and may also be involved in patient/family teaching. For a full list of responsibilities and requirements and to apply, please visit: <https://nlx.jobsyn.org/3beb38223b9c4b5790647392783419e6161>

OSOS 9/17/18

#### **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 9/17/18

#### **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 9/17/18

**Speech and Language Pathologist (Penn Yan, NY)**

- Successful candidate must be available to work part time 20-40 hours per week between the hours of 8am and 5pm, Mon-Fri. with adult patients. Summary: 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, please visit: <https://nlx.jobsyn.org/bbfcd6d2d5043358dbee64d2f0ed860161> OSOS 9/17/18

**Vocational Services Assistant (OPWDD) (Penn Yan, NY)**

- PRIMARY FUNCTIONS: Implement vocational services developed by Office for People with Developmental Disabilities (OPWDD). Supports may include, but are not limited to, job coaching, job development, educational support services, and other employment training. QUALIFICATIONS: Associates degree in Health or Human Services and at least 6 months experience within a human service organization, preferably with work focused on services persons with a disability. OR High School diploma or GED and at least 1 year of experience within a human service organization, preferably work focused on serving persons with a disability. For a list of specific job duties or to apply, please visit <https://www.ccsrochester.org/>. Workforce Development 9/28/18

**Direct Support Professional (Community) (Yates County)**

- This is a Relief/Per Diem Position. PRIMARY FUNCTIONS: Provide support and instruction in activities necessary to promote and maintain independence and self- determination for individuals with intellectual/developmental disabilities receiving services through the CCCS- DSP Community Support Program. QUALIFICATIONS: High School Diploma or equivalent. One-year practical experience working with individuals with developmental disabilities preferred. For a list of specific duties or to apply, please visit <https://www.ccsrochester.org/>. Workforce Development 9/28/18

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

- Full-time, Part-time and Relief/Per Diem Positions Available. PRIMARY FUNCTIONS: 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. For a list of specific job duties or to apply, please visit <https://www.ccsrochester.org/>. Workforce Development 9/28/18

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

**Temporary Opportunities**

- HEAP Processor at Steuben County DSS
- Family Resource Advocate – Temporary, Part-Time

**Full Time Opportunities**

- Employment Development Specialist
- Clerk-Typist at Steuben County
- WIC Help Specialist
- Home Visitor – Corning Area
- Home Visitor – Yates County
- Lead Teacher for 3-year-olds in Hornell
- Lead Teacher for 3-year-olds in Bath
- WIC Nutritionist
- Infant Teacher- Hornell
- Toddler Teacher- Hornell

**Part Time Opportunities:**

- Floating Site Coordinator – Senior Nutrition
- Site Coordinator: Senior Nutrition – Hornell

**Substitute Opportunities:**

- Head Start Classroom Substitutes: Addison
- Head Start Classroom Substitutes: Wayland
- Head Start Classroom Substitutes – Campbell-Savona

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

Workforce Development 9/28/18

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

- CNA LTC
- Certified Nurse Aide Training Program
- Clinical Primary Therapist

- Critical Care Tech
- Data Entry/Computer Operator II
- Discharge Planner/Social Worker MSW
- ED Crisis Evaluator
- EMT Basic
- EMT Basic- Cohocton
- In-patient Counselor
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Mechanic II/Groundskeeper- SSH
- Medic 55 Tech
- Medical Technologist
- Nurse Manager- LTC
- Nutritional Services Aide
- Radiology Tech II
- RN Clinical Leader
- RN Bedside- Inpatient Mental Health
- RN Bedside- Unit 1
- Security Officer
- Sonographer
- Tech Clerk

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 9/28/18

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

- Direct Support Professional @ Center for Lifelong Learning – Part Time & Full Time & Substitutes \$11.00
- Residential Direct Support Professionals @ various locations in Penn Yan & Dundee – Part Time, Full Time \$12.50 & Substitute \$11.00
- Classroom/Daycare Aide @ Keuka Lake School - \$10.40
- Compliance Coordinator
- Substitute Bus Drivers

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

Workforce Development 9/28/18

## **HOSPITALITY/RESTAURANT**

#### **Managers and Team Members (Penn Yan, NY)**

- Taco Bell is now hiring for Penn Yan. Seeking managers and team members with demonstrated leadership abilities. The ideal candidates will have a commitment to quality and exceptional guest service. To apply for one of the above management positions, email resume to [jwolfe@indushg.com](mailto:jwolfe@indushg.com).

Chronicle Express 9/26/18

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

- Help wanted at Cam's Pizzeria. Inquire within.

Indeed 9/24/18

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

- Crew Members are responsible for delivering great guest experiences. Responsibilities Include:
  - Team Environment - Communicate appropriately with fellow team members, treating others fairly and with respect. Respond positively to feedback and direction given. Hold themselves accountable for their responsibilities on their shift. Adhere to schedule and arrive ready to work on time.
  - Operations Excellence for Guest Satisfaction - Hold guests as highest priority and ensure each guest is highly satisfied with his/her experience. Respond to specific guest needs and resolve problems with a sense of urgency. Adhere to Brand standards and systems, delivering quality food and beverage to each guest. Maintain a clean and neat workstation; complete thorough cleaning of guest areas as directed. Complete all required training and support the training of other team members.

- Profitability - Effectively execute restaurant standards and marketing initiatives. Prepare all products following appropriate recipes and procedures. Follow all procedures related to cash, cleanliness, food safety, and restaurant safety and security. Comply with all restaurant, Brand, and franchisee policies.

Qualifications:

Skills

- Must be able to fluently speak/read English
- Capable of counting money and making change
- Able to operate restaurant equipment (minimum age requirements may apply)

Required Competencies

- Guest Focus – anticipate and understand guests’ needs and exceed their expectations.
- Passion for Results – set compelling targets and deliver on commitments.
- Problem Solving and Decision Making – make good decisions based on analysis, experience and judgment.

Please apply at: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=aa57c650c5e2c5e7> Indeed 9/24/18

### Front Desk Reservationist (Penn Yan, NY)

- Registers guest and assigns rooms utilizing MSI computer systems. Presents options and alternatives to guests and aids in making choices.
- Assists in pre-registration and blocking of rooms for reservations.
- Thoroughly understands and adheres to proper credit, check cashing and cash handling policies and procedures. Verifies the guest payment methods and follows established credit checking procedures.
- Understands room status and room status tracking.
- Knows room locations, types of rooms available and room rates.
- Uses trained selling techniques to sell rooms and to promote other services of the hotel.
- Coordinates room status updates with the housekeeping department by notifying housekeeping lead of all check-outs, late check outs, early check ins, special requests and party day rooms.
- Possesses a working knowledge of the reservation department. Takes same day reservations and future reservations. Knows cancellation procedures.
- Knows how to use front office equipment.
- Processes guest check outs.
- Uses proper telephone etiquette at all times.
- Uses proper mail, package and message handling procedures.
- Attends department meetings as required by Hotel Supervisor.
- Adhere and uphold company policies and procedures as related to safety, employee morale as well as the mission and values of the organization.
- Maintains cleanliness and neatness of front desk area.
- Maintains a professional appearance at all times.
- Understands that business demands may make it necessary to schedule employees from their accustomed shift to other shifts.

Job Qualifications:

- 1-2 years’ work experience in a customer service type position, preferably in a hotel or inn.
- Excellent customer service skills. Sales minded. 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.
- Computer knowledge required.
- Ability to work a flexible work schedule necessary to support a 24x7 hospitality industry

To apply, please visit <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=20f148d7331151ef> Indeed 9/24/18

### Food Service Worker (Penn Yan, NY)

- Prepare food, serve food, take payments from customers, use a cash register, count cash and make change, take and record customer orders, clean and tidy eating areas, clean and tidy service areas, stock service area (with napkins, utensils, and so on). \$11.75/hr. Apply at <http://www.indusyumcareers.com>. OSOS 9/28/18

### Assistant Manager (Penn Yan, NY)

- Job Requirements: Assistant Managers lead shifts, making sure customers get a fast, accurate, friendly experience every visit. An assistant Manager provides leadership to crew and other managers during a shift to ensure great quality, service and cleanliness to customers and is responsible for the supervision of staff training and development. Shifts include



daytime and nighttime shifts. Shift Managers perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift, taking action to ensure the team is meeting McDonald's standards, monitoring safety, security, and profitability, and communicating with the next Shift Manager to help prepare him/her to run a great shift, too. Shift Managers may also be responsible for meeting targets during their shifts and for helping their assigned Departments meet their goals. As a Shift Manager, you may be responsible for: food safety, internal communication, inventory management, daily maintenance and cleanliness, managing crew, quality food production, exceptional customer service, safety and security, scheduling, training. People who work in a McDonald's restaurant perform a number of different tasks every day, and this posting does not list all of the essential functions of the job. For more details and a full list of job requirements or to apply, please visit: <https://nlx.jobsyn.org/2656e64030c140378c648df77fdb25ad161>.

OSOS 9/24/18

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

- Job Requirements: Managers lead shifts every week, making sure customers get a fast, accurate, friendly experience every visit. A Shift Manager provides leadership to crew and other managers during a shift to ensure great quality, service and cleanliness to customers. Shifts include daytime and nighttime shifts. Shift Managers perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift, taking action to ensure the team is meeting McDonald's standards, monitoring safety, security, and profitability, and communicating with the next Shift Manager to help prepare him/her to run a great shift, too. Shift Managers may also be responsible for meeting targets during their shifts and for helping their assigned Departments meet their goals. As a Shift Manager, you may be responsible for: food safety, internal communication, inventory management, daily maintenance and cleanliness, managing crew, quality food production, exceptional customer service, safety and security, scheduling, training. For a full list of details or to apply, please visit: <https://nlx.jobsyn.org/eb062e004a1342418418f634f0f86b24161>.

OSOS 9/24/18

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

- Housekeeper needed: We are looking for an individual with strong time management skills and the ability to work independently in an organized manner to assist in maintaining a clean and safe environment. Responsibilities include cleaning and sanitizing all resident rooms and various other cleaning areas of the building in accordance with the policies and procedures of our adult home and with the NYS Department of Health regulations. Previous experience is not required; we will train you. This is a part-time position. Benefits are available. Apply by email to [ccmanor@rochester.twcbc.com](mailto:ccmanor@rochester.twcbc.com).

OSOS 9/10/18

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

- Job Description: Oversee the preparation and baking of bakery items and gourmet pastries; create various desserts for the dining location and catered events; prepare other food items as directed by General Manager or Chef; maintain proper cooking and holding temperatures of foods; bake and decorates cakes; set up product displays; order, purchase, and stock bakery items; maintain inventory and product cost controls; ensure proper sanitations of kitchen area; uses proper portioning; answers customer questions accurately. Job Requirements: Previous baking experience and/or culinary education preferred; must be customer-oriented, organized and detail oriented; ability to occasionally lift 30 pounds; high standard of personal hygiene. 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. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/52cbd07ccc6f49199b340345549ca262161>

OSOS 9/17/18

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

- 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://nlx.jobsyn.org/ef25209505be47c2a5f9b97fa47e526a161>

OSOS 9/17/18

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

- Job Description: Prepare and cook food for service; ensure the cleanliness of the kitchen; manage food inventory; maintain a safe work environment; encourage good customer relations through product promotion. Job Requirements: Culinary experience is a plus; strong work ethic; excellent communication skills; exceptional food presentation skills; ability to maintain positive attitude. Benefits: AVI offers a family culture and atmosphere, competitive compensation, health, dental,

vision, and life insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities. We conduct pre-employment drug testing. Apply at:

<https://nlx.jobsyn.org/c62fe9953097467daf622cb1bf8f846a161>

OSOS 9/17/18

#### **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/6a159b84359b4fedbf783f67bc90b92a161>

OSOS 9/17/18

#### **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 9/17/18

#### **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.
- **Overnight Security-** This is an overnight position for two nights a week. Security is responsible for the safety and security of guests and employees, their property, and the property of the Hampton by Hilton Penn Yan. Duties will include but are not limited to: Perform property walks and identify areas that need attention, respond to emergency situations such as safety hazards, medical emergencies and criminal activity, enforce hotel policies. Security is also responsible for trash collection, mopping, and other houseman duties, cleaning & maintenance of sidewalks during winter months. Must perform any other duties as required by management to aid in better operation of the hotel.
- **Part Time Night Auditor-** Night Audit balances all hotel and banquet transactions daily and assists guest efficiently, courteously, and professionally in all front desk related functions including excellent customer service. Other duties as assigned.

To apply, please stop in to the hotel at 110 Mace Street, Penn Yan.

Workforce Development 9/17/18

## **LABOR/AGRICULTURAL**

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

- Target Builders of the Watkins Glen area is looking for someone interested in carpentry/home building/remodeling. No experience necessary. You will learn how to: use power tools & nail guns; install vinyl siding & roof shingles; load & unload lumber and all other types of building materials; painting & staining techniques; Just to name a few. This is a full time position, and year round. Hourly wage depends on experience. Work week is Monday through Friday 8:00 AM to 4:30 PM. No tools needed. Must be able to handle physical labor. Must be able to climb ladders and scaffolding. Must be dependable, and have own transportation to different jobsites near Watkins Glen every day. Must be at least 18 years old;

willing to learn; Non-tobacco user. Must also be neat in appearance and able to work well with others. Please reply to this posting with your Name, phone number, and experience level. Craigslist post ID: 6698693110 9/15/18

#### **Maintenance/Groundsperson (Geneva, NY)**

- The Ramada Geneva Lakefront is looking for an individual with a basic understanding of property maintenance for inside and outside work. Strong work ethic needed. Must be able to lift at least 50 lbs, bend, climb a ladder and work on your feet for extended period of time. This is not a desk job. Compensation based on experience. Call or email with interest.

Craigslist post ID: 6698412503 9/15/18

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

- Currently accepting applications for positions in our manufacturing plant. 40 hours per week plus opportunity for overtime. 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: 6688713813 9/4/18

#### **Skilled Labor- HVAC Apprentice (Phelps, NY)**

- Halco is expanding it's Residential Installation division and now has immediate openings for full-time, year-round HVAC Apprentices and Insulation Installers to help meet our customers' needs throughout the Upstate NY area! We are seeking out high-energy candidates that have a working knowledge and/or prior experience in the insulation, heating, air conditioning or plumbing trades for these positions. However if you lack experience or are just starting out and looking to begin your career in these fields, we will train the right individuals, provided they have a strong mechanical aptitude, exemplary work ethic and a positive "can-do" attitude! The HVAC Apprentice's primary duties are to take direction from their foreman and successfully negotiate the safe and successful installation of boilers, furnaces, ductless splits, heat pumps, water heaters, A/C units, ductwork and other related products for our residential customers. The Energy Efficiency Technician's primary function is to take direction from their Foreman and conduct residential energy-efficient improvements for our customers, as prescribed by the Energy Advisor. These improvements may consist of spray foam insulation and air-sealing work, window & door replacement, basement waterproofing, etc. If you think you have what it takes to succeed and want to start your career, apply today and join the Finger Lakes' premier Home Performance, Renewable Energy and HVAC Contractor! Qualifications:

Candidates will be expected to:

-Have the physical ability to lift 50 lbs.+ consistently and the agility to maneuver in and work efficiently in tight areas, crawl spaces, etc.

-Possess a strong mechanical aptitude

-Understand how to provide customer service on a level that will both maintain our existing customer base and attract new clientele

-Be organized, efficient and punctual

-Possess the ability to work as part of a team in a fast-paced environment

-Have a valid NY State drivers license with a clean driving record

-Maintain a clean, professional appearance with a positive, goal-oriented attitude daily

Benefits:

-Paid vacation, holiday, sick days

-401(k) available after 1yr of continuous employment with company match

-Company-provided 3rd party supplementary disability policy

-Full medical/dental packages available

-Company-issued uniform

Craigslist post ID: 6691451069 9/7/18

#### **Marine Service Tech/Boat Mechanic (Keuka Lake)**

- 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. Salary: \$20.00 to \$30.00/hour.

Craigslist post ID: 6688030094 9/3/18

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

- Load trucks at night, your days are free to do your own thing. Dudley Poultry is accepting applications for NIGHT WORK loading trucks. \$13.00/hour plus overtime. 40-50 hours a week in summer, around 40 in winter. Keep in shape. Work away from the hot summer weather. Paid medical, paid vacation, paid personal days, paid holidays, life insurance, and insanely reduced prices (10% off) on all products we sell just for being an employee of Dudley Poultry! Wings, tenders, mozzarella sticks, sausage, bacon, pizza logs, steaks, pork chops, and of course, fresh chicken! Reliable transportation or reliable ride to work, good work ethic and honesty. If you've got that, you might get this job. You can download an application at [www.dudleypoultry.com](http://www.dudleypoultry.com) and send it in by email or fax or mail, reply here or apply in person M-F 8-5. Dudley Poultry, 910 Route 245, Middlesex, NY 14507.

Craigslist post ID: 6706166313 9/24/18

#### Package Handler (Geneva, NY)

- \$50.00 weekly bonus for PT Package handlers. Shift: Sunrise (3:30 AM - 9:00 AM). UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each day and workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Apply at: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=322249eea77b8382> Indeed 9/28/18

#### General Contracting (Dundee, NY)

- Cady Contracting is seeking someone to help with carpentry, roofing, siding, gutters, windows and doors, etc. Pay based on experience. Driver's license and vehicle preferred. Call 315-694-3031. Workforce Development 9/28/18

#### Heavy Equipment Operator (Penn Yan, NY)

- The work involves the responsibility for safe and efficient operation of various types of heavy motor equipment used in maintenance and construction projects and performs a variety of manual tasks in connection with such operations. This class is distinguished from the Motor Equipment Operator in that there is greater responsibility for operating care and employees must have specific knowledge of the operation of equipment. Heavy equipment for the purpose of this classification includes but is not limited to power shovels, bulldozers, graders, rollers, cranes, loaders and sweepers. Duties are performed under general supervision allowing for the use of independent judgment in carrying out the details of the work. Direct supervision may be exercised over the activities of Motor Equipment Operators and Laborers. Does related work as required. For a full list of job duties and requirements or to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Workforce Development 9/24/18

#### Service Staff- Keuka Watersports (Keuka Lake)

- Keuka Watersports is still looking for a hardworking, motivated individual to join our full time year round Service Staff. Please send resumes to [kw@keukawatersport.com](mailto:kw@keukawatersport.com). Workforce Development 9/10/18

#### Conservation District Technician (Penn Yan, NY)

- The Yates County Soil & Water Conservation District has a job opening for a Conservation District Technician. This is a technical position involving field work that can include the survey, design and implementation of agricultural and non-agricultural conservation projects, water quality sampling, watershed inspections, invasive species control, site plan reviews, erosion and sediment control recommendations, and more on both public and private lands. Field work is a requirement of this position and the selected candidate will be expected to work independently and have responsibility for certain programs. For more details or to apply, please visit <https://mycivilservice.yatescounty.org/jobopps> Workforce Development 9/10/18

#### Vineyard/Harvest Help (Dundee, NY)

- Harvest help needed at local vineyard. McGregor Vineyard is looking to hire helpers to lift and pack grape boxes. Must be able to lift 30lbs multiple times per day. Work will be 2 to 3 days per week Monday through Friday, 7am to 4pm. Work will last through November with the possibility of continuing past November if it is the right person. Must have reliable transportation to and from work. Call David at 585-519-9804 and leave a detailed message. Please no calls after 8 pm. Workforce Development 9/4/18

#### Seasonal Apple Orchard Help (Penn Yan, NY)

- We are looking for an energetic person who works well with the public and needs a seasonal job for about 6 weeks. Must be able to lift 50lbs and run a cash register. Work from September 13th-October. Weekends a must. Send us a message with your name and past work experience. Reach us on Facebook- Apple Barrel Orchards. Workforce Development 9/4/18

#### Office Furniture Assembler (Penn Yan, NY)

- Retail business looking for reliable, motivated, hardworking individual for full time position. Individual must have excellent customer service skills, be able to read and follow instructions independently, 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. Penn Yan. OSOS 9/4/18

## **OFFICE WORK/MANAGEMENT**

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

- Seeking local, energetic, personable individual to fill a Legal Secretary position. Duties include answering phones, running errands, copying, typing dictated documents, tracking inventory, etc. Please respond with your resume and available start date. Craigslist post ID: 6705943998 9/24/18

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

- Eaves Family Dental Group in Penn Yan, NY is a pleasant, team-oriented, fast-paced, growing dental practice seeking a highly motivated and positive individual with great organizational and communications skills to join our team as a Receptionist. You should be passionate about providing superior service to our patients. Duties include greeting patients, answering telephones, scheduling, confirming appointments, data entry and verification, working with insurance companies, and collecting payments. Candidates must possess excellent customer service/interpersonal skills, strong attention to detail, and excellent problem-solving skills, be able to multi-task and have the ability to work well under pressure in a fast-paced environment. Generous compensation, bonus, 401K, vacation, medical, and dental benefits package available! Up to \$15 per hour. ONLY ACCEPTING RESUMES VIA EMAIL - PLEASE NO PHONE CALLS. If you are a proactive, quick learner with a strong work ethic, and are interested in joining a winning team, please send cover letter, resume, and references. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=9720c576f8e26331>

Indeed 9/10/18

### **Accounting/Office Associate (Penn Yan, NY)**

- The Position: We are currently seeking an Accounting/Office Associate responsible for providing various accounting/office functions, such as order entry, inventory management, customer service, payroll and general office/administrative support. An Associate Degree (or higher) in Accounting, Business or a related field and at least three years' order entry, inventory management or office experience, or an equivalent combination of education and related experience is preferred. This position also requires a proficiency with Microsoft Office, specifically Excel. Prior payroll processing experience is preferred. Salary is commensurate with experience. Key Responsibilities: This position will involve a variety of accounting, customer service and general office responsibilities which may include, but are not necessarily limited to:
  - Responding to customer product inquiries, pricing and availability requests
  - Providing resolution for customer issues
  - Processing orders, coordinating shipping, and balancing contracts
  - Managing accounts receivable
  - Scheduling and monitoring customer shipping
  - Balance reporting and daily reconciliation
  - Maintaining order/inventory reporting
  - Processing employee payroll
  - Assisting employees with payroll-related issues
  - General administrative and office support
  - Data entry

Submit resume to Dominick Frasciello at HR Works, Inc.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=fa2581745d094d6d>

Indeed 9/10/18

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

- Accounting Administrative Assistant: Our Adult Home is seeking a dependable, detail-oriented and flexible individual that has the ability to work under demanding conditions and prioritize work load. Responsibilities include maintaining all financial records, administering and coordinating various human resources functions such as payroll, benefits, health and safety. 1-3 years' experience is required. Advanced bookkeeping, typing and computer skills are necessary, including QuickBooks. Part-time position: Monday - Friday. Benefits are available. To apply, contact Deena at [cmanor@rochester.twcbc.com](mailto:cmanor@rochester.twcbc.com).

OSOS 9/17/18

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

- Overview: The Business Development Manager drives business results by working collaboratively with the President to manage and implement strategies for business growth, and executing the objectives of the company in line with organizational goals for sustaining and growing both profit and revenue. Leads both Inside Sales and Manufacturer Representatives to drive profitable sales expansion and enhances the company's strategic decisions by providing key market intelligence based on interactions with clients, prospects, and other market players. Key Elements: The position reports to the firm's President and will have close contact with the CEO: Complex and technical sales of both systems and consumables Strong business development background. Develops comprehensive business development plans that identify and prioritize the most attractive opportunities to leverage current and emerging company business. North American travel

and participation at industry trade shows. Drives acquisitions of new customers. Presenting to and negotiating with Engineers, Engineering Groups, and large OEMs. Establishes quotas and targets for the team while managing team performance. Collaboration with the executive team and field associates. Work closely with Inside Sales and Marketing as well as Manufacturers Representatives. Strategic Agility, Driving Execution, Influencing, Change Management, Presentations. Minimum Requirements: Four Year Degree, Technical Discipline or MBA preferred. 10+ years of proven sales background. Familiarity and success in identifying, courting, and closing technical sales. Understanding of, and experience with working with Distributors. Understanding of, and experience with working with Manufacturer Representatives. Flexible & versatile - we are a small company with a lot of "hands on". To apply, contact the employer by email: [ladler@abtex.com](mailto:ladler@abtex.com) OSOS 9/17/18

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

- Job Description: Responsible for assisting with all operational tasks within the store as delegated and assigned by the Store Manager with main focus on the front-end and sales floor operations. Also assist with the hiring, training and development of store associates as delegated by the Store Manager. Principal Duties and Responsibilities: Assist with all store functions and day-to-day store activities as directed by the Store Manager ; Able to perform all opening and closing procedures in the absence of the Store Manager; Assist the Store Manager in protecting and securing all company assets, including store cash; Adhere to all policies and procedures including safety guidelines; Maintain a professional and friendly environment with customers, subordinates and supervisors; Maintain all areas of the store, including the stockroom and sales floor, to company standards to include recovery; When the Store Manager is not on the premises, direct supervisory responsibility for all hourly Associates; Process all SSC Corporate directives including Pull and Hold/Destroy, Task Compliance, Key Survey information, requests and any additional communications related to store activities as delegated by the Store Manager; Assist the Store Manager on the receipt and return of DSD merchandise; Follow the VIP and DSD Policies and Procedures; Assist the Store Manager in ensuring proper staffing coverage on a daily basis; Assist the Store Manager in ensuring that the sales floor is sales effective on a daily basis; Assist in the management of cashiering activities to ensure all company cash handling practices & guidelines are followed at all times by all Associates; Promotional effectiveness of store-front fixtures and displays; Assist in the management of sales effectiveness of seasonal areas in the store; Coordinate appropriate signage utilized in the store; Assist with the receipt and return of DSD merchandise; Process damaged merchandise on a daily basis; Assist Store Manager with creation of weekly schedules; Assist in the management of store supplies and expense control; Assist with merchandising and maintaining the checkout area to maximize impulse sales; Ensure coolers and store-front program racks/displays are refilled daily (balloon program, sunglasses, batteries, etc.); Assist with the management of the Drive Item program. Minimum Requirements/Qualifications: Prefer prior retail and management experience; Strong communication, interpersonal, and written skills; Ability to lift, bend and transport merchandise weighing up to 50lbs; Ability to work in a high energy team environment. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Apply at: <https://nlx.jobsyn.org/bad8ef4598a34396bae50d5f33b2efcb161>. OSOS 9/10/18

#### **Teller 1 (Penn Yan, NY)**

- A Teller 1 works under general supervision performing a variety of duties, as a member of a team, to provide quality customer services. These duties include receiving, paying, keeping accurate records of all monies involved in these transactions, actively listening for customer needs and referring customers to appropriate products based on needs. Ideal candidate with prior cash handling or customer service skills is preferred but not required. Education and training: High School Diploma or GED. Skills: Good communication skills, attention to detail, basic math and computer skills. For more details or to apply, please visit <https://nlx.jobsyn.org/34fb4148b4de46489cdfef1f33d3467c4161> OSOS 9/17/18

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

- The Assistant Public Defender shall represent without charge, indigent persons within the County of Yates entitled to such representation pursuant to Section 717 of the New York State County Law. The work of the Assistant Public Defender is performed under guidelines provided by law and under the general supervision of the Public Defender. Does related work as required. For a full list of job duties or to apply, please visit <https://mycivilservice.yatescounty.org/joboppps>.

Workforce Development 9/24/18

#### **Assessor (Jerusalem, NY)**

- The Town of Jerusalem is seeking Candidates for the position of Sole Appointed Assessor. Applicants must meet minimum qualifications as set by NYS Rules & Regulations. NYS Certification preferred but not required. The Sole Assessor shall be expected to have the skills and experience to accomplish all of the duties required to satisfy the administrative demands of this office. The Candidates must possess an ability to work alone and be trustworthy. The Town of Jerusalem has 3,361 parcels: consisting of residential, agricultural, lakefront and commercial properties. Salary is negotiable. Based on

applicant's credentials. It has not yet been determined if this position will be part time or full time. Applications must be submitted by October 12, 2018 to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527. To apply or for more information go to <https://mycivilservice.yatescounty.org/>, or call (315)536-5112. Workforce Development 9/24/18

## **SKILLED/MANUFACTURING**

### **Production for Mill Work (Hall, NY)**

- Well established company seeking individual experienced in the field of cabinetry, finishing, and millwork. QUALIFICATIONS: Must be punctual and reliable. Ability to read a tape measure and blue prints. Perform repetitive work. Take direction from superiors. Take pride in the finished product. Can work as a part of a team or independently. Full-Time work: Monday thru Friday 6:00-2:30. Benefit package: Holidays, Vacation, 401K. NO phone calls only email with cover and resume. Salary requirements a plus! [kelly@millcowoodworking.com](mailto:kelly@millcowoodworking.com). Salary: Negotiable. Hiring ASAP!

Craigslist post ID: 6702072123 9/19/18

### **HVAC Service Tech (Geneva, NY)**

- Interstate Heating Inc. has an immediate opening for a qualified HVAC service tech. We are a growing company searching for people that want a career opportunity in the HVAC industry. Top pay, Benefits, training and a Company truck. Here's your chance to join a highly respected team in the Heating and Cooling trade. Contact us soon!

Craigslist post ID: 6695155878 9/11/18

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

- Proudly partnering with one of the nation's leading blow molding facilities in Penn Yan NY, Just a short 25 minutes commute. We are eager to help you start your career in this advancing field of manufacturing. We have immediate openings on all shifts. Not sure if manufacturing or this job is for you, why not take a tour of the facility with us. Call us today to learn more 607.442.0188. We offer free training programs to advance your skills and build a stronger resume. We offer health care options your first week, referral bonus programs, and much more. Craigslist post ID: 6691086984 9/6/18

### **Bottle Packer (Penn Yan, NY)**

- REMEDY STAFFING IS PROUD TO BE RECRUITING FOR SILGAN PLASTICS LOOKING FOR BOTTLE PACKERS IN THE PENN YAN, NY FACILITY. This is a great company and awesome benefits! Please apply today! Several Packaging openings are currently available on both 1st and 3rd shift with opportunities for advancement. \$50 SIGN ON BONUS!!! Packer Shift Hours: A and B Shifts 8 am - 8 pm have every other Weekends Off, C and D Shifts 8pm-8am every Other Month is Weekends Off. You will be given a yearly calendar when you are offered any shift. Packer Pay: \$11.30 Day Shift, \$11.75 Overnight Shift. Position: Working at a fast pace to inspect and identify any defects in plastic bottles, then pack bottles following specific instruction for each type of bottle. Apply Today @ [www.remedystaff.com](http://www.remedystaff.com) or call 315-781-6200 to set up an appointment.

Craigslist post ID: 6684689424 8/30/18

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

- Currently hiring manufacturing positions, both seasonal and full time. Please bring two forms of ID with you and apply in person. Roto Salt, Penn Yan, NY. Indeed 9/24/18

### **Production Worker/Builder (Himrod, NY)**

- 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 experience

Skills 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 others

Job 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&vjk=a89e3a3dee2f9566>

Indeed 9/10/18

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

- Express Employment Professionals has an IMMEDIATE NEED for multiple entry-level assembly and manufacturing workers for a client located in Penn Yan! This is an excellent opportunity for those who are seeking a full time, permanent position. Responsibilities: Electrical assembly, welding, fabrication. Qualified candidates should have some previous experience in one of these three areas. Strong attention to detail, ability to work in a team, and dependability are required for interested candidates. This is a full time, temp-to-permanent position with a starting pay rate of \$12/hr. Schedule is Monday through Friday 6AM-2:30 PM. Interested candidates should contact apply online at [www.expresspros.com/corningny](http://www.expresspros.com/corningny) or call the office at 607-936-0770. OSOS 9/10/18

#### **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- all shifts**
- **Plant Accountant**

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

Workforce Development 9/28/18

#### **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/>



## October 2018

### September 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  <b>HSE:</b> 9am-12pm	2  <b>Monthly Exempt Meeting:</b> 11am	3  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			
7	8  <b>HSE:</b> 9am-12pm		10  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			13
14	15  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1pm		17  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			20
21	22  <b>HSE:</b> 9am-12pm		24  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			27
28	29  <b>HSE:</b> 9am-12pm		31  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			

**\*Notes:**

\*HSE: High School Equivalency

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



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

# YATES COUNTY JOB FAIRS 2018

Thursday, October 11th  
**ENTRY LEVEL POSITIONS**

**WHERE:**

Yates Community Center  
463 North Main Street  
Penn Yan, NY

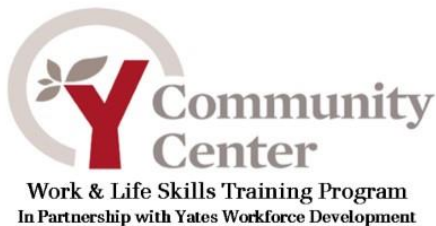
**TIME:**

11am-1pm

JOB SEEKERS ARE  
ENCOURAGED TO

Register On 

FOR ADDITIONAL  
INFORMATION FOLLOW  
YATES COUNTY  
WORKFORCE  
DEVELOPMENT ON



A proud partner of the AmericanJobCenter<sup>®</sup> network

**Know someone 16 – 24 years old?**  
**Are they out of school with OR without a diploma?**  
**Ready to help them make a positive change**  
**in their life?**

How can they get work experience?

Where can they get their HS diploma and learn more about college opportunities?

Where can they find training to become job ready?



What careers and jobs are in demand?

The Yates County Workforce Development Office offers a Career and Job Readiness Program to assist out of school youth/young adults in preparing for the world of work.

For more information on eligibility requirements and program specifics, please contact:

Christine Yonge, Employment & Training Youth Counselor  
(315) 536-5140, ext. 4  
[christine.yonge@dfa.state.ny.us](mailto:christine.yonge@dfa.state.ny.us)

Yates County Workforce Development  
417 Liberty Street, Penn Yan, NY 14527



**(315) 536-5140 for general questions**

