

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 November 13, 2018

### AUTOMOTIVE/DRIVERS

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

- Yates Transit Services Inc. is seeking Full Time and Substitute Bus Operators. Duties & responsibilities include: driving bus or other revenue service vehicles 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. Must Penn Yan, NY  
Dundee Observer 10/24/18

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

- Yates Transit Services, Inc. is looking to hire a Transportation Coordinator. Primary duties and responsibilities include assisting in the day to day operations of the transportation department to include, but not limited to office support, maintaining the transportation database and new staff training. Act as designee in the absence of the Operations Manager. For a more detailed description and qualifications, go to [www.yatestransitservice.com](http://www.yatestransitservice.com)

Workforce Development 10/26/18

#### **CDL Truck Driver (Pulteney, NY)**

- Truck Driver wanted. Must have a clean and valid CDL, updated DOT physical and be able to pass a drug test. Driver must have at least 2 years of experience. For more information and to apply call 315-719-5743 or email [mashewsketrucking@yahoo.com](mailto:mashewsketrucking@yahoo.com).

Workforce Development 10/25/18

#### **Chauffeur/Private Driver (Penn Yan, NY)**

- We are looking for friendly, flexible, safe, outgoing persons to drive wine tours. You may also drive for Airport and dinner reservations. You will be responsible for groups of passengers up to 6 people. All jobs are pre-booked, same day bookings are rare. We offer no on-demand service such as taxi or ride sharing. Knowledge of the region between Keuka, Seneca, and Cayuga Lakes is a plus. Knowledge of the wineries and breweries in this area is a huge plus. Weekday availability is also a plus. This is a part time job, we do operate tours daily and are looking for drivers that can be available Sunday - Saturday. Availability will determine how much you work, especially during busy seasons. This job requires a Class E Chauffeur's License. We will train the right candidate but experience driving passengers is preferred. Background and driver's history checks are mandatory. Apply at 558 Liberty Street, Penn Yan, New York 14527 or on Facebook.

Workforce Development 10/22/18

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

- LOOKING FOR A LOCAL-HIGH PAYING CDL A JOB? Our just released new driver wages can earn you up to \$21.75/hr. in just ninety days! Earl T Wadhams is looking for experienced drivers and recent CDL school grads to fill openings at all our milk terminals. We have year-round, home daily positions with the opportunity to make top wages that also include great health, dental and vision benefits, a monthly driver bonus, paid personal and vacation days and much more!! Come for a job...stay for a career! Also, you can reach us at 1.800.334.1314 x 1178.

Workforce Development 10/15/18

### CUSTOMER SERVICE/SALES

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

- Carey's True Value is seeking full and part time sales associates. Must be hardworking, have excellent customer service skills and willing to perform other store operational tasks as needed. Apply in person at: The Birkett Mills, 163 Main St., Penn Yan  
Chronicle Express 10/17/18

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

- Sales representative to cover the Finger Lakes area. Needs to be a self-starter, with a motivated desire to sell. Good writing and communication skills. Must have professional appearance and conduct. Need basic computer knowledge. Requirements: Own vehicle needed. High school diploma required. Sales experience preferred. Great second job or part-time opportunity. Fun, creative job. Full or part time. Send resume or contact: [admin@wylf.com](mailto:admin@wylf.com). Chronicle Express 11/7/18

### **Clerk/Stockroom (Penn Yan, NY)**

- This position is responsible for inventory control in the maintenance parts room, as well as receiving and storing plant supplies, maintenance supplies, and miscellaneous receivables. The Maintenance Parts Clerk maintains inventories in the maintenance software program and performs inventory/receiving tasks to ensure orders meet requisitions. Completing part requisitions and purchase orders, and ensuring parts are in proper bins with proper minimum/maximum levels are essential job duties. Craigslist post id: 6732308613 10/25/18

### **Part Time Event Specialist (Geneva, NY)**

- Are you outgoing and enjoy talking to people? If so, you'd be a great fit for the fun world of product demonstrations! Our part time Event Specialist jobs inside BJ's Wholesale Club give you the chance to represent the best brands on the market today. You can be the brand ambassador who captivates an audience during in-store events, with an emphasis on brand awareness and retail sales. If you have experience in food services, retail, and/or customer service or simply enjoy interacting with customers, then we want to hear from you! Things to consider: This is an entry level position. Shifts are generally 6 hours with a 30-min. lunch between the hours of 10:30am-6:30pm Wednesday-Sunday. Average employee has 3-5 shifts per week. Competitive pay rates. Take this opportunity to join North America's leading business solutions provider to manufactures and retailers, where you will help build your career working with amazing people and earn competitive pay rates! Apply today! For a full description or to apply, please visit: <https://fingerlakes.craigslist.org/csr/d/now-hiring-event-specialist/6725049186.html>. Craigslist post ID: 6725049186 10/16/18

### **Cashier (Geneva, NY)**

- Wegmans is seeking part time cashiers. In this role, you will provide incredible customer service by engaging customers in friendly conversation, carefully bagging items and accurately completing monetary transactions. Qualifications: Experience operating a cash register, experience with customer service, preferably in a food service, grocery or retail setting. For more details visit: <https://www.indeed.com/viewjob?jk=7bb926a9436e51e3&tk=1crpv5m3b5tdv803&from=serp&vjs=3>

Indeed 11/8/18

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

- Rent-A-Center has an opening for a Customer Account Representative. We're seeking driven individuals capable of managing different accounts while treating each customer as though they were your only one. Of course, you also help ensure customer accounts stay up to date and adhere to company standards. Qualifications: Must be at least 19 years of age, have a high school diploma or GED, have a valid state driver's license and good driving record. For more details visit: <https://www.indeed.com/jobs?q&l=14527&ts=1541516437273&rq=1&fromage=last&vjk=f4e488ec8e109d6a>

Indeed 11/8/18

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

- Snap Fitness is seeking an energetic Membership Coordinator to join our team. The right candidate will have a passion for fitness; desire to motivate others, and a fun upbeat attitude. This is an incredible full-time position and an opportunity for you to join one of the fastest growing and most exciting fitness companies in the country! Requirements: Strong communication skills; Ability to manage and motivate team members; Ability to work with clients from all walks of life; Desire for longevity; Previous sales experience is a plus; Applicant must be a fun and personable team player with a great sense of humor! Must be very coachable. Must be able to instruct others on the Snap Fitness training techniques in order to help clients achieve their fitness goals, For complete details and to apply visit: <https://www.indeed.com/jobs?!=14527&fromage=7&radius=25&start=10&vjk=56061b520beca962>

Indeed 11/12/18

### **Stock Clerk (Geneva, NY)**

- BJ Wholesale Club, Inc. is seeking seasonal help. Food Stock Clerks are responsible for replenishing, rotating and displaying merchandise as assigned and ensures that correct signage. Additional responsibilities include but not limited to: General housekeeping duties such as keeping shelves and floors free of cardboard and trash. Requirements: Strong organizational skills, Previous grocery experience preferred. Physical Requirements: Lifting and bending, working the overnight shift, Pallet jack operation. Must be at least 18 years of age. For more details visit: <https://www.indeed.com/jobs?q=stock%20clerk&l=Finger%20Lakes%2C%20NY&vjk=ef8219c80761dcda>

Indeed 11/2/18

### **Cart Retriever (Geneva, NY)**

- BJ's Wholesale Club, Inc is seeking seasonal help. Cart Retrievers are responsible for keeping the parking lot areas clear of carts and flatbeds, and club entrance/cart corrals neat, clean and free of debris. Additional responsibilities include but not limited to: Replenishing box bins, assisting members in the parking lot, assisting on the selling floor as needed, handling other responsibilities as assigned. Requirements: Strong interpersonal skills, excellent customer service Bending and lifting, working in indoor and outdoor environments. Must be at least 16 years of age.  
<https://www.indeed.com/jobs?q=bj's%20wholesale%20club&l=Finger%20Lakes%2C%20NY&vjk=be94d03317c8e863>

Indeed 11/2/18

### **Produce Supervisor (Geneva, NY)**

- BJ's Wholesale Club, Inc is seeking Produce Supervisor. Duties include: Orders, displays, replenishes, culls, and processes all quality and code dates in the produce department. Maintains the overall environment of the department by providing assistance to Members through product knowledge. Supervises, trains, coaches, and develops Produce Clerks on club policies and procedures. Qualifications: Supervisory experience preferred. Work experience in a produce department preferred. Knowledge of fruit and vegetables preferred, including seasonal items.  
<https://www.indeed.com/jobs?q=l=Finger%20Lakes%2C%20NY&vjk=8fdee54dd13c5897>

Indeed 11/10/18

### **Produce Clerk-Seasonal (Geneva, NY)**

- Sorts, displays, removes, and replenishes fresh fruits and vegetables in the produce department. Maintains the overall environment of the department by providing assistance to Members through product knowledge and customer service. Ensures that all produce meets or exceeds company quality standards. Qualifications: Work experience in a produce department preferred. Knowledge of fruit and vegetables preferred, including seasonal items. At least 18 years of age. For complete details visit:  
<https://www.indeed.com/jobs?q=stock%20clerk&l=Finger%20Lakes%2C%20NY&vjk=c040db652f1bd591>

Indeed 11/2/18

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

- Duties: To greet and assist customers with the selection of merchandise. Responsibilities include: Customer service, personal productivity, loss prevention, credit, merchandise presentation and store operations. For a full list of responsibilities or to apply, please visit: <https://www.indeed.com/recommendedjobs?fromage=last&vjk=c2f55c522a2ccb67>

Indeed 10/23/18

### **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 11/9/18

## **EDUCATION/SCHOOLS**

### **3PK Teacher (Penn Yan, NY)**

- Rainbow Junction is looking for a lead 3PK teacher. Requirements include Bachelors in Early Childhood Education and NYS Teaching Certificates preferred. Must pass a background check Email Andrea at [andrearainbowj@gmail.com](mailto:andrearainbowj@gmail.com) or call
- 315-536-2703 for more information. Chronicle Express 10/10/18

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

- Full time Teaching Assistant position at Penn Yan Elementary School assisting in the STEM Lab (Science). To apply, submit an online application at <https://pennyan.recruitfront.com>. Application deadline: 11/18/18. Dundee Observer 11/7/18

### **Special Education Teacher (Hammondsport, NY)**

- Job Description: Hammondsport Central School is looking for a qualified Special Education Instructor capable of meeting the needs of a multiply disabled student in a home/hospital placement. Current New York State Special Education certification is required, and the candidate should have experience working with students with multiple disabilities and preference is for individuals with TCI (Therapeutic Crisis Intervention) certification. Anticipated starting date is December 3, 2018. APPLICATION DEADLINE is November 16, 2018. To complete the application materials, please go to the WNY School

Application System. <http://www.e1b.org/WNYRIC/WNYRICTopNav/Services/Applicant-Tracking.aspx>. All inquiries can be made to the following: Mr. Tad R. Rounds, Senior High Principal, 8272 Main Street, Hammondsport, NY 14840. email: [trounds@hport.wnyric.org](mailto:trounds@hport.wnyric.org). Phone: (607) 569-5200 Dundee Observer 11/7/18

#### **Full-Time Aide Position (Hammondsport, NY)**

- Hammondsport Central School District has an anticipated opening for a full-time Aide position. Start Date: December 3, 2018. 8 hours daily for 180 days. Rate of Pay: minimum of \$12.21/hr., adjustable based on experience. Candidates are required to complete a Civil Service application, submit a cover letter, resume, and must also have completed the fingerprint process through the New York State Department of Education. Official Steuben County blank Civil Service application and fingerprint processing information can be found at [www.hammondsportcsd.org](http://www.hammondsportcsd.org) under District/Employment Opportunities. DEADLINE FOR APPLICATIONS IS November 20, 2018. Email and fax application materials will not be accepted. All inquiries can be made to the following: Mr. Tad Rounds, Jr./Sr. High School Principal, 8272 Main Street, Hammondsport, NY 14840. [trounds@hport.wnyric.org](mailto:trounds@hport.wnyric.org). Phone: (607) 569-5200. Dundee Observer 11/7/18

#### **Occupational Therapist (Dundee, NY)**

- Dundee Central School has an opening for an Occupational Therapist. New York State Certification required. Salary Range: \$50,000-\$55,000. Starting Date: December 17, 2018 (Anticipated). Interested applicants should submit: Letter of Intent, Resume, References, Placement Folder and Transcript. Applications may be downloaded from website at: <http://dundeecs.org/staff/applications>. Please respond by November 23, 2018. Correspond with: Kelly Houck, Dundee Central School, 55 Water St, Dundee, NY 14837 (607)-243-5534. Dundee Observer 11/7/18

#### **School Psychologist (Dundee, NY)**

- Dundee Central School has an opening for a School Psychologist. New York State Certification required. Salary Range: \$50,000-\$55,000. Starting Date: January 2, 2019 (Anticipated). Interested applicants should submit: Letter of Intent, Resume, References, Placement Folder and Transcript. Applications may be downloaded from website at: <http://dundeecs.org/staff/applications>. Please respond by December 7, 2018. Correspond with: Kelly Houck, Dundee Central School, 55 Water St, Dundee, NY 14837 (607)-243-5534. Dundee Observer 11/7/18

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

- Penn Yan Central School is seeking a Full Time Special Education Teacher for Kindergarten level. NYS Students with Disabilities Birth-Grade 2 Certification required. To apply submit an online application at <https://pennyan.recruitfront.com>. Application deadline 11/12/18 Finger Lakes Times 10/28/18

#### **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 10/9/18

## **HEALTHCARE/HUMAN SERVICE**

#### **Home Health Aide**

- Home Health Aide needed with light housekeeping involved. Must be reliable. Call 315-694-7555. Chronicle Express 10/17/18

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

- PCA needed mornings from 3:30-8:30am, Mon-Fri in the Penn Yan area. Must be able to lift. Call 315-536-7051 after 6pm. Chronicle Express 10/10/18

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

- Lady care giver needed in Yates County. 40 hrs./week, must have reliable transportation. Call 607-241-5562 after 12pm. Chronicle Express 10/10/18

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

- Immediate opening for part time or full time LPN for a small, busy, friendly, well-respected Family Medicine office in Penn Yan. Send resume to: 108 Kimball Ave, PY. No phone calls please. Chronicle Express 10/10/18

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

- COMFORT KEEPERS - If you are a person who can be dedicated, reliable, and compassionate to Seniors we would love for you to apply to our posting. Having a computer or access to a computer and a working cell phone are needed for this position. We strive for consistency for our caregivers and clients. We plan your schedule around the availability you give us. We are looking for people who are flexible and have open availability 7 days per week. We need people with all types of

availability: days, afternoons and overnights. We are also looking for people who can work WEEKENDS. Whatever you may have for availability we can make it work. We need you! Full or part-time availability being entertained. We offer VERY flexible work schedules within the availability that you give us. Excellent business references required. A national background and driver's license checks will be performed. For more information or to apply, visit this ad on Craigslist.

Craigslist post ID: 6719785388 10/10/18

#### **Personal Care Aide (Geneva, NY)**

- Seneca Lake Terrace is seeking a Personal Care Aide. The PCA is responsible for providing assistance with activities of daily living to assigned residents in accordance with all applicable law and regulation as well as our community's established policies and procedures. Skills and Abilities: High School Graduate or General Education Degree (GED). Must be able interact with company chosen software to document resident electronic records. Must be able to read, write, speak, and understand the English language. Perform work tasks within the physical demand requirements of your position including standing, sitting, walking, lifting, carrying, pushing, pulling or otherwise moving objects. Must be able to lift, turn, move, position, and transport residents, alone or with assistance. Must be able to assist in the evacuation of residents. Must pass physical requirement, TB test, background check, drug test and maintain required immunizations. Must be available to work weekends, extended shift hours, holidays and on short notices. Must be Flexible with work schedule and related job assignments. Certificates and Licenses: Must have CPR certification upon hire or obtained during orientation. CPR certification must remain current during employment. For more details and to apply visit:

<https://www.indeed.com/jobs?q&l=14527&fromage=last&start=40&vjk=694f00d53bcc0430>

Indeed 10/7/18

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

- As the Nurse Manager, you will oversee the organization's nursing staff. Ensuring that our patients receive the highest quality care. Coordinating the staffing of the all locations and areas served based on the clinical status and the treatment needs of patients. As a Nurse Manager, this position will play a vital part of Finger Lakes Community Health. With eight health centers, and over 27,500 patients, our health centers provide primary medical care, dental and behavioral health services. Being a good communicator is an important skill you need to be successful in this position. If you are interested and have the following additional qualifications, we encourage you to apply. Additional qualifications:
  - Valid New York State Registered Nursing License
  - At least 2 years management experience desired
  - Knowledge of healthcare reimbursement, utilization management, discharge planning, disease management and contract arrangements as defined by the organization
  - Strong interpersonal skills and the ability to collaborate and problem solve
  - Ability to work in a high-volume environment and provide effective, efficient clinical and customer service to all patients and members of the healthcare team
  - Knowledge of NCQA, Patient Centered Medical Home and value based care standards
  - Experience with electronic health records
  - Experience with Excel
  - Bachelor's level degree preferred
  - Bilingual English/Spanish preferred

To apply, please visit:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6f8dee95-d655-4f42-9e85-f06a2818542&cclid=19000101\\_000001&jobId=151741&lang=en\\_US&source=FB&fbclid=IwAR1KOGbXExJkWjpGXuGGbHuJoe8KaxqvGRRDq6wllkO9bY9\\_tPx5IMFQwh4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6f8dee95-d655-4f42-9e85-f06a2818542&cclid=19000101_000001&jobId=151741&lang=en_US&source=FB&fbclid=IwAR1KOGbXExJkWjpGXuGGbHuJoe8KaxqvGRRDq6wllkO9bY9_tPx5IMFQwh4)

Indeed 10/15/18

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

- Provides pharmacy consulting services to customers regarding the effective usage of medications, awareness with drug interactions and offering preventive healthcare services such as immunizations. Responsible for ensuring the proper compounding, dispensation, review and verification of prescribed medications within regulatory guidelines, company policies and procedures. Supports the efficient workflow of the pharmacy and assists the pharmacy manager in identifying ways to optimize pharmacy financials, inventory management and enhance customer experience. For more details and to apply, please visit: <https://nlx.jobsyn.org/6832dcda685b4ee890c37e763091fc0f161>.

OSOS 10/26/18

#### **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 10/9/18

**CDPAP Attendant (Penn Yan, NY)**

- Complete care plan for disabled client to included but not limited to; Daily ADL’s, Range of Motion, transferring using a Hoyer lift, administering meds via G-tube, light cleaning. Please contact Roxann Carpenter at 585-233-3071.

Workforce Development 10/9/18

**Home Health Attendant (Penn Yan, NY)**

- Help needed immediately. Woman with a disability is looking for a reliable attendant in Benton Center. Female attendant preferred. \$10.40 per Hour. Flexible Schedule. No experience necessary. Will be trained by the supervisor. Must be at least 18 yrs. old. Housekeeping, shopping, carry groceries, hauling garbage to the dump, carry vacuum cleaner upstairs etc. 2 to 2.5 hr./wk. Smoker and cats in the home. If interested, please call (315)536-7610 and ask for Jan.

Workforce Development 10/9/18

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

**Full Time Opportunities**

- Food Service Support Staff – Bath
- Early Childhood Education Specialist
- Floating- Support Staff
- Director of Operations
- Head Start Food Service Support Staff
- WIC Help Specialist
- Home Visitor – Corning Area
- Home Visitor – Yates County
- Lead Teacher for 3-year-olds in Hornell
- Infant Teacher: Hornell
- Toddler Teacher: Hornell

**Part Time Opportunities:**

- Site Coordinator: Senior Nutrition – Bath

**Substitute Opportunities:**

Head Start Classroom Substitutes: Hornell & Canisteo-Greenwood

- 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 11/9/18

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

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



- Cook II
- Critical Care Tech
- Discharge Planner/Social Worker MSW
- ED Crisis Evaluator
- EMT Basic- Cohocton
- In-patient Counselor
- LPN Med Long Term Care- Bedside
- Mechanic II
- Mechanic II/Grounds Keeper SSH
- Medic 55 Tech
- Medical Technologist
- Nurse Manager- LTC
- Nutritional Services Aide
- Radiology Tech
- RN Clinical Leader
- RN Bedside- Emergency Dept.
- RN bedside – In Patient Mental Health
- RN Bedside- Med/Surg Acute
- RN Bedside- Unit 1
- RN Long Term Care- Clinical Leader
- 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 11/9/18

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

- Direct Support Professional– 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

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

Workforce Development 11/9/18

## **HOSPITALITY/RESTAURANT**

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

- Cook and Wait Staff wanted. Experience preferred, but will train. Apply at the Valley Inn, 2862 Guyanoga Rd., Branchport, NY. Chronicle Express 10/24/18

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

- The Wagner Restaurant is hiring for multiple restaurant positions including bussers and servers. Apply at 124 East Elm St., Penn Yan. Workforce Development 11/13/18

#### **Manager & Team Members (Penn Yan, NY)**

- Taco Bell in Penn Yan is seeking Managers and Team Members with demonstrated leadership abilities. The ideal candidates will have a commitment to quality & exceptional guest service. To apply, send resume to [jwolfe@indushg.com](mailto:jwolfe@indushg.com).

Chronicle Express 10/31/18

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

- Villa Bellangelo's in our Dundee location is now currently taking applications for our fall-winter hours. Job applicant needs to have prior customer service experience. Must be willing to work Friday through Sunday. Wine experience is recommended but not required. Pay rate based on experience. Must have reliable transportation. Please apply online at our website [www.bellangelo.com](http://www.bellangelo.com) or stop in at 150 Poplar Point Rd, Dundee, NY. Craigslist post ID: 6733359156 10/26/18

### **Prep/Line Cook & Servers (Geneva, NY)**

- Cobblestone Restaurant is looking for full time prep/line cook with experience and servers. Weekends are a must. Apply in person at 3610 Pre-Emption Rd., Geneva, NY. Craigslist post ID: 6727490839 10/19/18

### **Overnight Kitchen Cleaner (Geneva, NY)**

- Belhurst Castle is seeking an overnight commercial kitchen cleaner for the 11 pm to 7 am shift. Responsibilities include cleaning flat top grills, dryers, sweeping, mopping and project work. Successful applicants must be reliable and available to work holidays and weekends. Craigslist post ID: 6724897949 10/16/18

### **Bussers, Dishwashers, Food Runners (Geneva, NY)**

- Fine dining in a very casual, tourist oriented atmosphere, overlooking Seneca Lake. This is an extremely popular high-volume restaurant. Check out our reviews on Trip Advisor and Facebook. We are very flexible with scheduling and offer very competitive wages plus tips. Operating hours are Tues-Sat starting at 4:00pm closed Sun-Mon. Part time positions for applicants age 15 or older. Apply in person or complete our on-line application at: [portscafe.com](http://portscafe.com). Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. [www.portscafe.com](http://www.portscafe.com). Craigslist post ID: 6720370620 10/10/18

### **Clerk/Cashier (Dundee, NY)**

Dandy Mini Marts, Inc. is seeking a clerk/cashier. Responsible for handling the cash register and other tasks and duties as assigned. Has knowledge of laws and policies for tobacco, alcohol, and sales. Possesses great interpersonal skills, offers exceptional customer service and is a team player. Previous retail experience a plus, but not necessary. Must have strong communication skills and able to work in a high volume environment. May be required to work holidays, weekends, overtime, or during hours other than those, which are considered as the normal work schedule. Must maintain professional appearance and conduct in representing the department and the Company to management, employees, and the public.

**Physical Demands:** Standing for extended periods of time. Requires frequent bending and reaching. Requires lifting 10-20 pounds of weight frequently and up to 50 pounds of weight on occasion. Must have a high school diploma or a GED. Indeed 11/5/18

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

- Apply now to be on top of the list for an interview to work at our newly built state of the art restaurant, opening soon. Come join our team. We will be hiring prior to opening for training and look forward to your application. Open availability a plus. Must be available for weekends. You want to be challenged and have fun, we think we can fit you in. Must be 16 years or older. Starting wage \$11.75 per hour. REQUIREMENTS: It's time you worked for someone who will give you the tools to learn, grow and be what you want to be - both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. As a Crew Person, you may be responsible for: Greeting customers with a smile, taking accurate food orders, preparing all of McDonald's World-Famous food, partnering with other Crew and Managers to meet target goals during your shift, restaurant Cleanliness, ensuring items are well stocked. Apply at: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=495b605676fb4ff0> Indeed 10/15/18

### **Sandwich Artist (Penn Yan, NY)**

- The Sandwich Artist® greets and serves guests, prepares food, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional customer service is a major component of this position. Tasks and Responsibilities: Exhibits a cheerful and helpful manner while greeting guests and preparing their orders. Demonstrates a complete understanding of menu items and explains them to guests accurately. Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change. Performs Cash-In Procedure-accounting for all forms of money, bread, etc., during the shift. Prepares food neatly, according to formula, and in a timely manner. Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift. Understands and adheres to proper food handling, safety and sanitation standards during food preparation, service and clean up. Cleans and maintains all areas of the restaurant to promote a clean image. Apply at: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=73be62a1211ccbeb> Indeed 11/5/18

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

- Working at Pizza Hut® is about making hungry people happy. It's about being independent and having fun, making new friends and earning extra cash. As a Pizza Hut team member, you can be the smiling face behind the counter that greets and serves the customers or a cook who makes things happen in the kitchen. Working with us will give you the financial rewards and flexibility to suit your lifestyle. You'll learn new things, get recognized for your efforts and learn skills that last a lifetime. Requirements: What are we looking for? The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You're a fun and friendly person who values



customers and takes absolute pride in everything you do. Communication skills are key – you're not going to be able to text message customers back and forth. In other words, you should be comfortable talking to strangers. You've got a positive attitude and understand the need to be on time, all the time. With loads of energy, you understand that work is easier – and more fun – with some teamwork. And you're at least 16 years old. Keep in mind, this is just basic information. You'll find out more after you apply. To apply, visit:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=bda310d0ecd997d2>

Indeed 10/15/18

#### **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 10/9/18

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

- Job Description If you have a passion for service and are looking for an opportunity that also provides a great work/life balance, we want to talk with you! We are currently seeking a Full-time Dishwasher whose responsibilities will include: 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. Job Requirements: Previous dishwashing experience preferred; Superior customer service standards; Ability to multitask and work in a fast paced environment; Excellent interpersonal skills for communicating with fellow team members and customers. Benefits: AVI Offers: A great non-peak season opportunity, No weekends, A family culture and atmosphere, Industry competitive benefits package, 401(k) with generous company match, Paid vacations and holidays. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/9d919fa239c44e17bf438f22fd47e105161> Indeed 10/29/18

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

- We are currently seeking a Full-time Dining Supervisor whose responsibilities will include: 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 (i.e. customer issues, cleanliness, safety concerns or security concerns); 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, both written and verbal; 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; weekend availability. For more details and to apply visit: <https://nlx.jobsyn.org/1f93b722c404410287c6464f4c6ab2b1161> OSOS 11/9/18

#### **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/3fc1e5c16cee4c6b8839a6a43f2e931f161> OSOS 10/29/18

## **LABOR/AGRICULTURAL**

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

- Keuka Housing Council, Inc. is seeking general construction contractors for a variety of home improvement projects. Minority and Women-Owned Business Enterprises and Service-Disabled Veteran-Owned Businesses are urged to participate. Must be EPA certified, carry liability and worker's comp insurance. Call Shawn Blauvelt at 315-536-8707 ext. 5 for more information. Dundee Observer 10/3/18

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

- General Contractor looking for an energetic helper willing to learn. Must have own transportation. Starting at \$12.00 an hour. For more details or to apply, call Brawdy Builders at 315-759-9167. Chronicle Express 10/31/18

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

- Diversified Contracting is seeking experienced construction professionals in all facets of construction. Carpentry, Plumbing, Electrical, Laborers. Full time, year-round work available immediately. Tobacco-free workplace and reliable transportation a must. Compensation \$15-\$30/hr. Email resumes to ben@diversifiedcontracting.com or call 585-374-2972. Chronicle Express 10/17/18

**Cable Installation Technician (Geneva, NY)**

- Responsibilities: Performing cable television, high speed data, and or digital telephone service installations. Troubleshooting, diagnosing, repairing or replacing subscriber's existing equipment as needed. Educating the subscriber on all provided services. Communicate effectively with customers, coworkers, and supervisors. Qualifications: High School diploma/GED. Minimum 18 years of age. Must have a current, valid, unrestricted driver's license and meet driving criteria. Pass comprehensive background and drug screening. Ability to work in all weather conditions. Work Environment: Lift, handle, and carry up to 80 pounds. Maneuver a 28 foot extension ladder, meet ladder safety requirements, work from 3-28ft. Walking & sitting/kneeling & crouching. For additional information visit:  
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&start=10&vjk=153c88c789fe9621>

Indeed 11/8/18

**Maintenance Assistant (Branchport, NY)**

- Camp Good Days and Special Times is seeking a Maintenance Assistant. Position Purpose: Under the direction of the Property Manager, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp. Essential Job Functions: Maintain camp grounds. Operate necessary grounds care equipment such as weed trimmer, power washer, chain saws, etc., in safe and efficient manner. Be aware and make necessary changes to hazards found on camp grounds. Assist in the upkeep and repair of buildings, equipment and facilities. Make minor repairs as needed. Laying down woodchip, pulling weeds, trimming back bushes, etc. Perform janitorial and general maintenance duties. Sweep, mop, wax floors, wash windows and screens, put up and take down screens. Dispose of trash and waste. Other Job Duties: Perform other duties as assigned. This may include setting up for special events, loading and delivering equipment. Qualifications: (Minimum Qualifications and experience) A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business. Valid and current driving license. To apply, please submit a cover letter and résumé addressed to Camp Director, Caitlyn Bailey. For more details visit:  
[https://www.indeed.com/viewjob?jk=4b072df5a970048e&l=14527&tk=1crsgiouk3gm3804&from=ja&alid=5be1ab382e7c4576df61cc6d&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&rgtk=1crsgiouk3gm3804](https://www.indeed.com/viewjob?jk=4b072df5a970048e&l=14527&tk=1crsgiouk3gm3804&from=ja&alid=5be1ab382e7c4576df61cc6d&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1crsgiouk3gm3804)

Indeed 11/1/18

**Production (Penn Yan, NY)**

- Remedy Intelligent Staffing has an overnight, 12 hour, inspecting and packing bottles position. Responsible for general housekeeping, assisting in scrap removal and grinding. Will pull plastic. May be required to operate a punch, load a conveyor or flamer and pack either blank or decorated bottles. Required to tape, label and palatalize boxes. Apply at  
<https://www.indeed.com/jobs?q&l=14527&ts=1541516437273&rq=1&fromage=last&vjk=d0c7ce58b8c95e50>

Indeed 11/7/18

**Shovel Sidewalks (Penn Yan, NY)**

- Looking for someone to shovel my sidewalks (PY area). Also handyman for occasional jobs. Please respond to Box #597 c/o The Chronicle Express, 138 Main Street, Penn Yan. Chronicle Express 10/10/18

**Mailroom (Geneva, NY)**

- Finger Lakes Times is looking for someone to work in their mailroom. 10-20 hours average per week depending on weekly work load. 20+ hours during holidays. Saturday night is mandatory. Apply in person at 218 Genesee St, Geneva, NY. If you have applied before, please resubmit your application. Finger Lakes Times 10/28/18

**Production Associates (Dresden, NY)**

- ABTEX in Dresden, NY is searching for Production Associates. Responsibilities: Support brush operations to provide a quality product according to customer requirements. Qualifications: Possess high motivation, good communication/people skills, high school diploma. Experience in a manufacturing environment desired. Qualified candidates should forward their resume to [ladler@abtex.com](mailto:ladler@abtex.com) or apply directly at 89 Main St, Dresden, NY. Finger Lake Times 10/28/18

### **Yard Worker/Boat Cleaner (Penn Yan, NY)**

- Morgan Marine is looking to fill a full time, year-round yard worker position. Duties include cleaning boats, pumping gas, assisting with rental boats, grounds maintenance. Benefits include paid vacation, health insurance and employee discount. To apply visit [www.morganmarine.net](http://www.morganmarine.net) Workforce Development 11/1/18

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

- Maintenance Technicians will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior property maintenance and guest service. Responsible for ensuring all established maintenance procedures and guidelines are followed and maintains consistently high quality maintenance services. Delivers personalized service that attends to every guest's and owner's need, and meets or exceeds all service standards. For a full job description, please visit <https://fingerlakes.craigslist.org/lab/d/maintenance-technician/6726629341.html>. Craigslist post ID: 6726629341 10/18/18

### **Custodian/Freight Associate (Penn Yan, NY)**

- Depending on your location your responsibilities will be ensuring merchandise is processed in a timely manner and/or ensuring store is cleaned and maintained on a regular schedule. RESPONSIBILITIES:
  - Alert management when shipments arrive and accompany management in receiving/unloading freight. Prepare receiving area.
  - Assist management with scanning in all freight on the Palm Pilot and identify damaged/tampered boxes.
  - Assist freight carrier driver with properly staging cartons by colored label.
  - Stage and sort merchandise.
  - Determine with store management what merchandise is a priority to be processed.
  - Perform merchandise processing techniques (i.e., batch processing, speed hanging, flip and clip)
  - Relay merchandise to the sales floor based upon store management direction and the Twenty Minute Rule.
  - Pick up hangers/sensors tags from cash wraps as needed.
  - Remove sensor tags received on Store-to-Store Transfers that are inappropriate for store.
  - Process outgoing Store-To-Store Transfers, Recalls and Damages.
  - The receiving associate must achieve company merchandise processing standards by completing 10 cartons per hour.
  - Aid management in moving fixtures and other floor moves when needed.
  - Help assemble or breakdown new/old fixtures as needed.
  - Aid in hanging outside banners or in-store signs.
  - Vacuum and spot-clean carpet.
  - Clean restrooms, store entrance, associate break room, Team-One area and fitting rooms, Trash pickup/disposal outside.
  - Sweep and mop floors where and when appropriate.
  - Dust in high, out of reach areas.
  - Replace light bulbs as needed. Identify ballasts in need of repair to management.
  - Maintain and organize sign holders/signs.
  - Maintain cleaning supply dock.
  - Clean all interior/exterior glass and windows.
  - Check exterior sidewalk for cleanliness daily.
  - Schedule- The start time for the Custodian associate is generally one hour prior to store opening. The Custodian is to vacuum and perform other major cleaning before customers begin entering the store.
  - Aid in hanging outside banners and in-store signs. Apply at:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=35f1d55fcdac3d9d> Indeed 10/22/18

### **Package Handler (Geneva, NY)**

- \$100.00 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 11/13/18

### **Overnight Houseman/Security (Penn Yan, NY)**

- This is a full time overnight position. Night Houseman/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. Night Houseman/Security is also responsible for trash collection, sweeping & mopping, and other houseman duties, cleaning & snow removal of sidewalks during winter months. Also, responsible for meeting room set-up and tear-down when needed. Must perform any other duties as required by management to aid in better operation of the hotel.

[https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1cs6p52im3cp4801&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&of=1&fr=b&fromage=7&vjk=29ea36619df1e139](https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1cs6p52im3cp4801&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=7&vjk=29ea36619df1e139)  
Indeed 11/12/18

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

- UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25-35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday. Workdays can vary (Monday - Friday) or (Tuesday - Saturday) depending on the building needs. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. For specific requirement or to apply, please visit <https://nlx.jobsyn.org/be2df1f56818456dacc9eb0c1b6861ff161>.

OSOS 10/22/18

## **OFFICE WORK/MANAGEMENT**

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

- Document Reprocessors located in Penn Yan, NY is looking to immediately fill full or part time positions with person(s) familiar with City Ordinance & Resolution files. Job entails organizing file content prior to scanning them. A recent retiree or someone interested in this type of work would be of special interest. Please call 585-554-4500 OR 585-259-4922 and ask for Ron Davis.  
Chronicle Express 11/7/18

### **Sales Associate (Dundee, NY)**

- Sales representative to cover the Finger Lakes area. Needs to be a self-starter, with a motivated desire to sell. Good writing and communication skills. Must have professional appearance and conduct. Need basic computer knowledge. Own vehicle needed. High school diploma required. Sales experience preferred. Great second job or part-time opportunity. Fun, creative job. Full or Part Time. Send résumé or contact: [admin@wylf.com](mailto:admin@wylf.com).  
Chronicle Express 11/7/18

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

- Retail business looking for reliable, motivated, hardworking individual for part time position with the potential for full time. Individual must have excellent customer service skills, knowledgeable with QuickBooks and POS systems, invoicing, accounts payable, banking deposits, etc. Additional responsibilities may include stocking merchandise, assisting customers, cash register operations, and other duties as assigned. 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.

Workforce Development 10/26/18

### **Program Assistant (Geneva, NY)**

- Full time position. Agri-Business Child Development (ABCD) is committed to support Head Start and New York State agriculture by providing the highest quality early childhood education. Under the direction of the Center Director provide direct supervision to education staff, which includes performance evaluations, staff development and staff orientation. RESPONSIBILITIES: Assists Administrative staff with clerical duties as required by the needs of the center. Including but not limited to monthly reports, special projects, various screening and word processing. Prepare and distribute monthly newsletter. Answer phones in a professional manner, file, update records and copy data. Support the OCFS Regulations, Head Start Performance Standards, New York State and Federal Laws. ESSENTIAL SKILL & EXPERIENCE: Associates Degree in Business, Human Services or another related field. High School Diploma, High School Equivalency (HSE) or GED. High level of interpersonal skills. Computer software application in word processing, excel, and spreadsheets. Flexible, organized, team player. Ability to work with and communicate with diverse population in a cross-cultural setting. Ability to travel independently. Required experience: Clerical experience: 3 – 5 years. Required language: Preferred: Bi-lingual English/Spanish. To Apply visit: <https://www.indeed.com/jobs?q&l=14527&fromage=last&start=30&vjk=65928a759ca0331c>.

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

- Rent-A-Center has an opening for a Customer Account Representative. We're seeking driven individuals capable of managing different accounts while treating each customer as though they were your only one. Of course, you also help ensure customer accounts stay up to date and adhere to company standards. Qualifications: Must be at least 19 years of age, have a high school diploma or GED, have a valid state driver's license and good driving record. For more details visit: <https://www.indeed.com/jobs?q&l=14527&ts=1541516437273&rq=1&fromage=last&vjk=f4e488ec8e109d6a>

Indeed 11/8/18

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

- Clinton Crest Manor has an immediate opening for 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. This is a part-time position; Monday-Friday. For more information call 315-536-8800 or email [cmanor@rochester.twcbc.com](mailto:cmanor@rochester.twcbc.com).

OSOS 10/9/18

**Association Sr. Administrative Assistant (Penn Yan, NY)**

- Cornell Cooperative Extension of Yates County has an opening for a full-time Association Sr. Administrative Assistant for its Penn Yan, New York offices. The Association Sr. Administrative Assistant provides a high level of clerical and administrative support for the Association. This position is responsible for providing a wide variety of complex technical, clerical and/or administrative support including word processing, database manipulation, spreadsheet development, reports, forms, correspondence, maintaining records, data and files, assigned human resources functions and supporting financial and business functions of the association. Coordinates the general office and reception area schedule and supervises the work of the Administrative Assistant II (s). Work in collaboration with administrative staff to provide general office and reception support as necessary. REQUIRED QUALIFICATIONS: Associate or Equivalent Education. GED/High School Diploma plus 1 year transferrable program/functional experience may substitute. Experience relevant to the role of the position. Proficiency with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, PowerPoint, Access, Publisher, and Excel. Ability to plan and organize personal work responsibilities according to priorities developed with immediate supervisor. Ability to work with a high degree of integrity, sound professional judgment, and the ability to handle confidential and sensitive information. Ability to follow oral and written instructions and assume responsibility with general guidelines and direction. Ability to communicate effectively through verbal, written and visual channels using traditional methods and educational tools, as well as electronic technology (e.g., video, audio, computers, etc.). Ability to effectively participate in professional team efforts. Ability to relate effectively to co-workers, advisors, community and professional leaders. Ability and willingness to work with diverse audiences and maintain cultural sensitivity. Ability to meet travel requirements associated with this position. Ability to meet acceptable background check standards. Ability to work flexible hours which may include evenings and/or weekends, as appropriate. For complete details and to apply: <https://nlx.jobsyn.org/b4576440c3d84e018622af392ac8b226161>

OSOS 11/4/18

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

- The Assistant Manager is responsible for assisting management with overall store conditions, in order to maximize guest services and store profitability. The Assistant Store Manager will aid in fostering a coaching environment where employees want to excel, and are recognized for their achievements. The Assistant Managers must be scheduled to work separate shifts/days with the exception of one day a week. He/She will oversee facility operations in the absence of Facility Manager. Cultivate a GUEST in Mind Culture. For more details or to apply, please visit: <https://nlx.jobsyn.org/ef8db4f61955426fa0af2da3311f806e161>

OSOS 10/26/18

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

- The primary function of this position is to provide customer service support and order management to ensure customer satisfaction. Responsibilities Related to the Job: Follow all safety rules and use of proper PPE; Represent Ferro in a friendly and professional manner at all times; Proactively manages customer orders to ensure promised delivery dates and expedited order dates are met; Provide accurate, reliable, and timely communication to customers both nationally and globally and internally to sales, marketing, operations and plant personnel; Review POs and resolve discrepancies prior to accepting a PO; Inform customers of prices, shipping dates, delays and any additional information required; Provide effective management of customer price inquiries, complaints, and material returns; Understand tax exemptions and maintain accurate tax exempt files. Responsible for accurate sales tax administration on invoice. Maintain accuracy of system data. Investigate and work to resolve payment discrepancies when requested. Assist Corporate Credit as required to resolve credit issues proactively. Coordinates response and/or responds to customer literature requests for SDS, certifications, etc. Maintains files and provides requested reports to customers and/or the commercial group Work with Quality Lab as necessary for pre-shipment



sampling of product orders. Maintain pricing and sales files as required. Follow all business rules and procedures. Create ASNs for PE customers Roper, Leiser, and Whirlpool. Maintain monthly reports for pallet return and bi-monthly billing of pallets not returned. Required Qualifications and Knowledge: Associates degree required. Minimum three (3) years customer service experience. Strong computer skills including, but not limited to Microsoft Word, Excel, Power Point, etc. Proficient knowledge of SAP (or other ERP) system software. To apply, <https://nlx.jobsyn.org/85da4cd00b6b4fbe97b31e516e851843161> OSOS 11/6/18

### **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 10/9/18

## **SKILLED/MANUFACTURING**

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

- Remedy Staffing is hiring now for Silgan Plastics! Packaging, inspection, and production. Enjoy a clean and safe work environment! Pay starting at \$11/hr. Also recruiting for large part assembly, welding, and industrial spray painting. Apply today! Call 315-781-6200. Chronicle Express 10/3/18

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

- Now hiring experienced Plumbers for a project in Penn Yan, NY. Schedule: Mon-Fri, 7 am-4 pm. Must have at least 2 years of plumbing experience. Job Duties: tearing out old fixtures; installing new fixtures and soldering copper. Call now to apply!!! (315)992-6464 Craigslist post ID: 6732217022 10/25/18

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

- Riverwood Cabins and Woodtex are 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. 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. Apply at:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=a89e3a3dee2f9566>

Indeed 10/22/18



**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**
- **Sanitation Associate- Mid & 3<sup>rd</sup> shift**

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

Workforce Development 10/15/18

**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/>

## November 2018

### November 2018: Yates County Workforce Development Calendar of Events

**\*Important Notice:** This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5  <b>HSE:</b> 9am-12pm	6  <b>Monthly Exempt Meeting:</b> 11am	7  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	8	9	10
11	12  <b>HOLIDAY</b>  <b>OFFICE CLOSED</b>	13	14  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	15	16	17
18	19  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1pm	20	21  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	22  <b>HOLIDAY</b>  <b>OFFICE CLOSED</b>	23  <b>HOLIDAY</b>  <b>OFFICE CLOSED</b>	24
25	26  <b>HSE:</b> 9am-12pm	27	28  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	29	30	

**\*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**

# Job Fair-Bristol Mountain

November 17 @ 9:00 am - 12:00 pm



Open Interviews - Saturday, November 17th - 9am - 12pm in Rocket Lodge, 5662 Route 64, Canandaigua, NY

- Auditing
- Chefs
- Cooks
- \*Cashiers
- \*Bussers/Dishwashers
- Janitorial
- Bartender
- Guest Services/Ticket Sales
- \*Lift Operations
- Morning Star Cafe Staff
- \*Rental Shop
- Retail Store
- Tuning Center
- Demo & Cross-Country Center
- Snowmaking
- \*Snowsports School

Interested in the Snowsports School?

Please attend the mandatory new instructor meeting going on in the Sunset Lodge: starts at 10am and ends at 12pm.

Job descriptions are [available here](#)



## CAREER NAVIGATOR

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

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

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

### WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Job Seekers who:

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

### ITINERARY:

- Day 1: Defining Strengths
- Day 2: Search Strategies
- Day 3: Branding and Marketing
- Day 4: Communication and Decision Making
- Day 5: Goal Setting and Accountability

### DATES AND LOCATIONS:

Monday, December 3 through Friday December 7<sup>th</sup>, 2018 from 9 a.m. to 1 p.m.  
Location: Ontario County Safety Training Facility, County Road 48, Canandaigua

[leeann.haust@dfa.state.ny.us](mailto:leeann.haust@dfa.state.ny.us) or call (315) 789-1771 ext. 117

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

### TO ENROLL:

See a Finger Lakes Works One Stop Staff Person

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

### Sponsored By:

Finger Lakes Workforce Investment Board

Visit us online at: [www.fingerlakesworks.com](http://www.fingerlakesworks.com)

*Equal Opportunity Employer/Program*

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