



**ONTARIO COUNTY  
FINGER LAKES WORKS  
DEPT. OF WORKFORCE DEVELOPMENT  
JOB LEADS: July 23<sup>rd</sup>, 2018**

Web Site: <http://www.co.ontario.ny.us/workforce>

***Quote of the week:*** "You don't have to see the whole staircase; just take the first step." ~ Martin Luther King, Jr.

**Ontario ARC's** wide range of programs and services offers a variety of available positions, many of which provide the potential for a rewarding career in a compassionate, innovative working environment. Accepting applications for: **Barista; Café Attendant; Custodial Crew Chief; Custodial Trainer; Custodian; Day Hab Specialist; Direct Support Specialist; Nurse Team Leader; Production Controller; Program Supervisor; Project Search Coordinator & Vocational Assessment Specialist.** Apply online at: <http://ontarioarc.applicantpro.com/internaljobs>

**Assembly:** JOB FAIR! EVERY Monday and Tuesday For GW LISK, 9am- 3pm. Kelly Services, 102 South Main Street, Newark, NY 14513. In this role, you will accurately and efficiently assemble or test a variety of valves or sensors to achieve customer quality and on-time delivery schedules. Temporary to Hire Jobs with a Company known for 60+ years of success, internal promotion and a stellar employee oriented culture. Outstanding benefits include profit sharing, Paid Time Off, Wellness Incentives, Health and Dental, 401(k). Salary Offers based on experience, 1st and 2nd Shift Available. Summer Employment is Also Available!

**Auto Mechanic:** Richmond Automotive, Honeoye. Full time position for an auto mechanic. Duties include all automotive related diagnosing, repair, and maintenance. Qualifications: Must be knowledgeable and have relevant experience with automotive mechanical work. ASE certification and Inspection license strongly preferred. Valid NYS Driver's license required. **To apply:** Call (585) 229-5110 and ask for Ray Thomas OR stop in and ask for Ray Thomas.

**Bus Drivers:** RTS is hiring for routes in Ontario County. Must have a high school diploma or equivalent, valid NYS CDL, Class C (or higher) license, and clean driving record. Training is available for those who don't have a CDL license. Must pass a pre-employment physical and drug test; criminal background check is conducted. Apply online at: [myRTS.com/work-for-RTS](http://myRTS.com/work-for-RTS)

**Skilled Cabinetmaker/Woodworker:** Must be knowledgeable in wood characteristics and trained in the use of wood shop machines, hand tools and reading drawings. An interest in music or experience in pipe organ construction is a plus. Please send résumé to Parsons Pipe Organ Builders, 4820 Bristol Valley Road, Canandaigua, NY 14424, attention of Matt Parsons. Email: [MJP@parsonsorgans.com](mailto:MJP@parsonsorgans.com)

**Carpenter:** New Energy Works is looking for an experienced carpenter working with highly custom residential projects. A valid driver's license is required. Apply online at: [newenergyworks.com](http://newenergyworks.com)

**Delivery Drivers:** Openings for drivers! Full time, part time, variety of days and shifts available. Duties include delivering packages for FedEx throughout the area. Will be based out of the FedEx Farmington facility but will be employed by a contractor in the Canandaigua area. Deliveries occur Monday-Saturday. OT possible. CDL license NOT required. Will be driving a minivan or 12-16 foot box truck. Will be following pre-set route and making dozens of stops. Lifting is required. Requirements include: clean NYS driver's license, DOT physical & drug screen (company paid), and road test. Please call Mike at: (585) 738-2433.

**Dietary Assistant:** Horizons, 3132 State Route 21, Canandaigua. Works under the direct supervision of the Dietary Director. Responsible for assuring that food preparation/sanitation practices and policies are followed in a safe environment. Assures that residents are prepared and served the diet prescribed by their physicians according to the menu of the day. Completes other duties as assigned by the Director of Dietary Services. High School Diploma or GED preferred. Qualifications: Two years' experience in the food service industry preferred. Must have the required annual Tuberculosis (TB) testing and Annual Health Assessment. Must be aware of and apply the standards of sanitary food preparation. Must have the required references and criminal record check. Apply online at: [www.depaul.org/employment](http://www.depaul.org/employment) or in person.

**Drivers:** We are a company with a proven quality reputation and really care about our employees. Must have a Valid CDL-A class license with 2 years of verifiable experience to apply or 1 year of experience with a valid certificate from an accredited driving school. \$5000.00 sign on bonus!! Quarterly safety bonus!! Paid weekly. 100% no touch freight. Home on weekends!!!! Late model tractors. Benefits Package (Health Care, 401K with company match). Please stop in to our new location at 25 Pixley Industrial Park, Rochester, NY 14624, or contact Scott Walker at (585) 424-3660. Visit our website at: [www.keylogisticsroc.com](http://www.keylogisticsroc.com)

**Finger Lakes Gaming & Racetrack:** Open Interviews being held **Thursday, July 26<sup>th</sup>, 11am – 3pm.** On-the-spot interviews and offers will be given to qualified candidates. Please come prepared with 2 forms of valid government ID. Many positions available including **cook, dishwasher, revenue audit, floor attendant, cage cashier, and many more.** For more information, visit: [www.fingerlakesracing.com](http://www.fingerlakesracing.com)

**Food Service:** Victor Thruway Travel Plaza is hiring! Restaurants include Tim Horton's, Villa Pizza, and Checkers. Multiple part time and full-time openings, including days, evening, overnights, weekends and holidays. Open positions are Cashiers, Food Prep and Cleaners. Starting hourly wage is \$12.00 per hour. Complete an application in person at 7029 Aldridge Road, Victor. Interviews are given when you apply!

**Foreman; Steel Plant:** Elderlee, Inc., 729 Cross Road, Oaks Corners. We are a diversified corporation specializing in the manufacturing and construction of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. Our 200,000+ square foot manufacturing operations are centrally located in upstate New York and consist of steel fabrication, hot dip galvanizing services, and sign manufacturing capabilities for both the highway and commercial markets. We are currently seeking an energetic candidate to fill the role of Plant Foreman in our Steel Plant. Primary Responsibilities for the Steel Plant Foreman include: Assigns daily schedules and preforms spot quality checks on products for conformance to established policies and procedures, Reviews daily production rates, quality control, maintenance, and operational reports to determine conformity in meeting established operational goals, Oversee plant employees, Daily scheduling for production, Inventory cycle count of raw and in-process material, and Input of daily raw material usage and in-process material. Qualified candidates will possess the following education/experience and skills: Associates degree (A. A.) from two-year College; or 1 + year's related experience and/or training; or equivalent combination of education and experience, Previous manufacturing and welding experience in a union environment is preferred. We offer an attractive total compensation package, including excellent health and retirement benefits, paid holidays and PTO. **Apply by:** Fax: 315-789-8104, Online: [www.elderlee.com](http://www.elderlee.com), Email: [payrolldept@elderlee.com](mailto:payrolldept@elderlee.com) or in person.

**Gas Station Attendant:** Richmond Automotive, Honeoye. Part time position for a gas station attendant. Candidate must be organized and able to handle varying responsibilities. Duties include cashiering, answering phones, appointment scheduling, propane tank exchange and light stocking duties. Must have excellent customer service skills. **To apply:** Call (585) 229-5110 and ask for Ray Thomas OR stop in and ask for Ray Thomas.

**General Laborer Galvanizing:** Elderlee, Inc., 729 Cross Road, Oaks Corners. We are seeking an energetic, reliable candidate to fill the role of General Laborer in our Galvanizing facility. Positions are available on 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> shifts. This position consists of repetitive lifting up to 75lbs and continuous bending, Loading and unloading material on/off hooks, Able to use or able to learn how to use power tools like sanders to get zinc drippings off the finished products. We offer an attractive total compensation package, Life, Health and Dental insurance, union retirement package. Paid holidays and time off. Starting wage is \$12.00 hour. Apply by fax: 315-789-8104, Email: [payrolldept@elderlee.com](mailto:payrolldept@elderlee.com) or in person.

**General Manager:** Hotel position in Geneva. Responsible for the overall profitable management of the property including operations, marketing, overseeing all departments including front desk, which includes room rental, reservation management, employee staffing, training, record keeping, report preparation, guest relations, maintaining housekeeping departments ensuring clean rooms as well as property being well maintained. Apply online at: [www.wyndhamhotels.com](http://www.wyndhamhotels.com)

**Healthcare:** Geneva General/FL Health is accepting online application for: **Activities Supervisor; CNA Trainee; Cook II; Housekeeping Aide; HR Assistant; LPN; Medical Biller; Medical Office Assistant; Medical Technologist; Nutritional Services Aide; Paramedic; Patient Care Tech; Phlebotomist; Physical Therapist; PT Assistant; Radiology Tech; Registration Rep; RN; Secretary; Security Officer;** and more! For details and to apply online, visit: <http://www.flhealth.org> Visit us on **Wednesdays, 9 am – 5 pm**, for "Walk in Wednesdays". No appointment is necessary.

**Heavy Equipment Operator:** Victor Excavating and Landscape is looking for heavy equipment operators for both residential and commercial projects. Looking for applicants with fine grading experience on bulldozers, and excavator operators with experience digging around utilities. Positions are full time with immediate openings. We pride ourselves on having year around work for our employees. Class A license not needed but a Huge plus. We just purchased two new JD 550 Dozers in December and two excavators in January. Applicants must have a valid NYS driver's license and 3 years

excavating experience with the ability to read site plans and laser levels. Benefits include health insurance, vacation time, 401K, and major holidays. Apply online at: <http://www.victor-corporation.com/careers/>

**Housekeepers:** Finger Lakes Premier Properties is looking for housekeepers to clean beautiful lakefront homes on Conesus, Honeoye, Canandaigua, Keuka, Seneca, and Cayuga Lake this summer. Earn \$13.00/hour plus potential incentive pay. You must be available to work at least **one** weekend day (Saturday or Sunday). Approximate work hours are 9am – 5pm. Applicants must have a valid driver's license as well as reliable transportation. Copies of license, car registration, and proof of insurance will be required upon hire. Applicants must be able to carry 50 pounds up and down stairs without assistance. Apply online at: [www.flpplake.com](http://www.flpplake.com) or call (315) 227 – 2103.

**Housekeeper:** Horizons, 3132 State Route 21 South, Canandaigua. Reports to the Maintenance Director / Resident Care Director while maintaining a clean and safe environment in accordance with state regulations and community policy. Must be at least eighteen (18) years of age: high school diploma or GED preferred. Qualifications: Previous experience in institutional housekeeping preferred. Must have the required references and criminal record check. Must be in good standing with the Criminal History Background Check. Must have documentation that he/she is free from TB. Apply online at: [www.depaul.org/employment](http://www.depaul.org/employment) or in person.

**Laborer:** NVR Building Products is Hiring! 3 day weekends/3 weeks of vacation per year NVR is a fast-paced building products company manufacturing wall panels, roof trusses, stairs, and doors. We work 10-hour days, 6 am-4:30 pm, Mon - Thurs. Benefits include: 3 weeks of vacation/year, 100% matching 401k up to \$1,000/yr., ESOP, 8 paid holidays, paid company picnic, Medical, etc. Our starting pay is \$13.40/hr, \$14.50 after successful completion of 90 days. If you are interested in applying, go to [www.nvrinc.com](http://www.nvrinc.com), click on "careers", then "search opportunities", then "experienced professionals", and select NY. If you have any issues feel free to call us at 585-924-3258 or stop by the Plant at 1043 Hook Road in Farmington.

**Laborer:** (Sign Facility) Elderlee, Inc. is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic candidate to fill the role of General Laborer in our Sign facility. Entry level laborer position for 1st shift. This facility has a great working environment. Starting pay is \$12.00. Position requires the ability to lift up to 50 lbs. We offer an attractive total compensation package, including Life, Health, Dental Insurance

and Union retirement package, paid holidays and vacation. Elderlee, Inc. is An Equal Opportunity Employer. Apply by: Fax: 315-789-8104, Online: [www.elderlee.com](http://www.elderlee.com), Email: [payrolldept@elderlee.com](mailto:payrolldept@elderlee.com) or in person at: 729 Cross Road, Oaks Corners.

**Lift Truck Operators:** Pactiv, 2480 Sommers Drive, Canandaigua. Previous manufacturing or warehouse experience is required, must be able to communicate in English, must pass criminal background check and drug test. For more information, call (585) 393-3387. Apply in person or online at: [www.ResourceEmployment.com](http://www.ResourceEmployment.com)

**Line Cook:** The Village Bakery & Café, Eastview Mall, Victor. Looking for an energetic and positive individual to join our team. Must have a strong passion for cooking and working with fresh ingredients. No fryer, and No late nights: must be available until 7:30 pm. Apply in person or online at: [www.villagebakeries.com](http://www.villagebakeries.com)

**Maintenance Apprentice:** Terphane, recently recognized as a Best Company to Work in NYS, is offering a great opportunity to earn a nationally recognized NYS Journeyman Certificate as an Electro-Mechanical Technician! This will require a combination of classroom and on the job training over a 4-year period. **Requirements:** Ability to commit to the long-term program, Ability to attend classes (2) nights per week, Self-motivated with a demonstrated work ethic, and Ability to modify work hours as needed. Starting pay rate is \$15.22 per hour with gradual increases every six months. Outstanding benefits including medical, dental, life insurance, matching 401(k), tuition reimbursement, attendance bonus reward program and more! Apply online at: <https://www.tredegar.com/careers/>

**Manufacturing Job Fair:** Yates Community Center, 463 North Main Street, Penn Yan. Job Seekers are encouraged to attend on **Thursday, August 9<sup>th</sup>** from 11am – 1pm. You should come dressed to impress and bring your resume. For more information, contact Lisa Principio at 315-536-5140 or email [lisa.principio@dfa.state.ny.us](mailto:lisa.principio@dfa.state.ny.us)

**Medication Technician:** Horizons, 3132 State Route 21 South, Canandaigua. Full time opportunity, variety of hours and shifts. Summary: Administer prescribed medication and treatment to residents in a safe and timely manner within the guidelines set forth by DePaul Adult Care Communities and the state of New York. The Medication Aide will also be responsible for resident's personal care as described in the Resident Care Assistant (RCA) position description while not administering medications. Qualifications: Must Pass the Medication Technician training provided by DePaul within 90 days of Medication Skills Checklist. \*The Medication Skills Checklist *must* be completed before passing any medication. Must possess a working knowledge of resident care, particularly with the

geriatric and adult special care needs population. Must be at least Eighteen (18) years of age. Must have the required references and criminal record check. Must be in good standing with the Healthcare Personnel Registry. Must have the required annual Tuberculosis (TB) testing and Annual Health Assessment in accordance with New York State Regulations. Apply online at: [www.depaul.org/employment](http://www.depaul.org/employment) or in person.

**Medical Secretary:** University of Rochester, Clifton Springs location. Full Time position, Monday – Friday, Hours are 7:30 – 5:00. Position includes: answering telephones, scheduling appointments, taking messages, data entry, chart preparation and customer service. Desired skills: Ability to multi-task, attention to detail, excellent telephone skills and customer service skills. Requirements: High school diploma and 2.5 years related work experience; or an equivalent combination of education and experience. Medical terminology experience preferred. Demonstrate skills related to customer satisfaction, teamwork and HIPPA privacy. MUST be willing to travel on occasion to satellite locations in Region. Apply online at: [www.rochester.edu/jobopp](http://www.rochester.edu/jobopp) and apply to job opening ID 209585.

**Package Handlers:** United Parcel Service is now hiring part-time package handlers and part-time supervisor, 3am – 9am or 5pm – 10pm. For more information, visit website at: [upsjobs.com](http://upsjobs.com), call (585) 359-8526, or email: [Tdisano@ups.com](mailto:Tdisano@ups.com)

**Paving Laborer:** Local, family owned paving company is hiring Laborers. Season has begun, work through mid-November. No experience is required; we will train. Advancement opportunity potential to a Roller Operator. Requirements include ability to listen and follow directions, work in various weather conditions, dependable with good attendance, and the ability to report to West Bloomfield office every day. Contact Dave at (585) 624-1520 or send email to: [david.spike@connorspaving.com](mailto:david.spike@connorspaving.com)

**Personal Care Aide:** Horizons, 3132 State Route 21 South, Canandaigua. Under the general direction of the Supervisor-In-Charge, provides direct personal care and assistance to residents as needed. Must be able to provide appropriate PCA certification as required by New York State. Must have the required references and criminal record check. Must have annual TB screening and Health Assessment completed. Must be at least 18 years of age. Duties include, but are not limited to: assisting with all activities of daily living as needed (shaving, bathing, fingernail care, dressing, toileting, grooming, hair care, oral hygiene, etc.), daily bed making and scheduled bed linen changes. PCA must document all services provided to ALP Residents as indicated on the Aide Activity Sheet before leaving shift. PCA helps to maintain each resident's independence, self-respect, personal dignity and personal safety. Apply online at: [www.depaul.org/employment](http://www.depaul.org/employment) or in person.

**Pipe Layer:** Victor Excavating is seeking a residential pipe layer. The candidate must have experience installing water services, sanitary and storm sewers, septic systems and pump stations. Year-round work with benefits. Please call (585) 924-1934 or email resume to: [pete@victor-corporation.com](mailto:pete@victor-corporation.com)

**Production:** Adecco is hiring for Pactiv in Canandaigua. We have multiple positions available on many different shifts and schedules. The position is working in production packaging foam and plastic food containers. We are looking for individuals who are interested in working as a team, learning, and being able to grow and be promoted in a short period of time. Raises are available after 30 days and again after 90 days. There are three shifts available; Day, Evening, and Overnight. Days - \$11.00 an hour 7:30am-4pm. Evening- \$11.75 an hour 3:30pm- Midnight. Overnight- \$12.25 an hour 11:30pm - 8am. In addition to the three shifts, there are openings for; Full Time, Part time, Weekends. Full time - 40 hours a week (5 days). Part time- Based on your availability can be from 16hrs to 32 hours a week. Weekends- Can be any combination of Friday, Saturday, Sunday. If you are interested, please call 585-396-1990.

**Production:** Coastal Staffing is seeking Production Personnel in Bloomfield. First Shift, second shift and third shift available, Monday-Friday, 40 hours/week. Must be physically flexible, diligent and dependable. For a Very Fast Paced Food Sterile Environment. One year of acceptable related experience. Ability to reach, twist, bend, stand. Industrial Food Production Background helpful. Individual Transportation. Perfect Attendance a must. Drug Screening, Reference Check and Background Check. Contact Julia from Coastal Staffing at (585) 226-3575 or Email: [julia@coastalstaffinginc.com](mailto:julia@coastalstaffinginc.com)

**Recycling/Warehouse Laborer:** Tomra, 5329 Loomis Road, Farmington. Full time positions available, Monday-Friday, 5am to 3:30pm OR 1:30pm to 12 midnight. Opening bags of recyclable cans and placing on a conveyor belt. Please apply in person and bring your social security card and photo ID with you.

**Resident Care Director Assistant:** Horizons, 3132 State Route 21 South, Canandaigua. Reports to the Resident Care Director and performs the duties and responsibilities of the Medication Coordinator and of the Supervisor as assigned. Duties include, but are not limited to: assisting in recruiting, screening and interviewing resident care staff, assisting with the orientation for new resident care employees, conducting in-service education and training programs for staff monthly. Assistant RCD will attend and participate in staff and team meetings, make recommendations for assignments and promotions, participate in coaching, corrective and disciplinary personnel plans and assist with the development of all staffing schedules for the Resident Care Department. Completes rounds daily, makes recommendations for daily



resident care assignments and ensures follow-through of resident care staff. Provides assistance to resident care staff when necessary. Qualifications: Must be at least 18 years of age. High School Diploma or GED and two (2) years of experience serving dependent adults. One (1) year of supervisory experience preferred. Well-developed organizational skills. Ability to work effectively with inspectors, monitoring and licensing agencies. Must have the required annual Tuberculosis (TB) testing and annual Health Assessment completed. Must have the required references and criminal record check. Must have a valid NY State driver's license that meets agency's clean driving record policy. Apply online at: [www.depaul.org/employment](http://www.depaul.org/employment) or in person.

**Resident Care Assistant:** Horizons, 3132 State Route 21 South, Canandaigua. Summary: Under the general direction of the Supervisor-In-Charge, provides direct personal care and assistance to residents as needed. Full-time and Part-time openings: Evenings (3pm-11:30pm) and Overnights (11pm-7:30am). Qualifications: High School diploma or GED preferred. CNA, HHA or PCA certification preferred. One year work experience in a care-giving field desired. Must be dependable, hardworking and willing to work as part of a team. Must have the required references and criminal record check. Must have annual TB screening and Health Assessment completed. Must be at least 18 years of age. Apply online at: [www.depaul.org/employment](http://www.depaul.org/employment) or in person.

**Restaurant Staff:** Immediate, full and part-time openings at Pudgie's Pizza, North Main Street, Canandaigua. Team Members needed. Please apply in person.

**Retail:** Lowe's Canandaigua is hiring: Load Puller, Paint Customer Service, Administrative Office Associate, Appliance Customer Service, and Flooring Customer Service. For details and online application, visit: <https://careers.lowes.com/>

**Retail:** Wegmans is hiring for the Canandaigua store: Meat, Prepared Foods, Grocery Stocker, and Sub Shop. Apply online at: <https://jobs.wegmans.com/>

**Retail:** Walmart in Victor is hiring a full-time afternoon stocker (2pm-11pm). Apply online at: [www.walmart.com/apply](http://www.walmart.com/apply) and contact Ashley in Personnel at (585) 398-6038, ext. 190 to set up an interview.

**Servers, Server Assistants, Bartenders, Front Desk Personnel, and Seasonal Café:** Bristol Harbour is hiring! Applications are available at the front desk (5410 Seneca Point Road, Canandaigua), or you may apply online at:  
[bristolharbour.com/careers/](http://bristolharbour.com/careers/)

**YMCA, Canandaigua:** Immediate openings! School Age Child Care Assistant in Bloomfield, Part Time Child Care Assistant, Assistant Youth Sports Coach, Personal Trainer, Group Exercise Instructor, and Swim Instructors. For details and to apply, visit:  
<http://www.canandaigua-ymca.org/about-us/job-opportunities/>

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM  
FOR FURTHER JOB LEADS  
3010 County Complex Drive, Canandaigua, NY 14424  
Telephone: (585) 396-4020  
Hours: Monday thru Friday 8:00 - 5:00**

A proud partner of the  American Job Center® network

# Ontario County Department of Human Resources

3019 County Complex Drive, Canandaigua, NY 14424

(585) 396-4465 ~ [www.co.ontario.ny.us](http://www.co.ontario.ny.us)

## CURRENT EXAM & VACANCY INFORMATION

**Current Vacancies** – Examination to be scheduled at a later date.

Project Manager (Ontario County Department of Public Works)

**Continuous Recruitment Program:** The examinations for these positions are conducted on the third Wednesday of every month with the last day to file being the first Wednesday of that same month:

Account Clerk-Typist/Finance Clerk I

Typist/Office Specialist I

**Continuous Recruitment Training & Experience Exams:** Applications accepted continuously and will be rated monthly.

Community Mental Health Nurse  
Senior Physical Therapist  
Occupational Therapist  
Psychiatrist

Technical Specialist (IS)  
Physical Therapy Assistant  
Occupational Therapy Assistant  
Supervising Psychologist

Nurse Practitioner  
Physical Therapist  
Public Health Nurse

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**Current Non-Exam Vacancies** - No Examination Required

Client Transportation Driver (On-Call, Sub)

Food Site Aide, Part-Time (Ontario County, Aging)

Correction Officer, Part-Time

Bus Driver, Substitute (Ontario County, Aging)

Registered Professional Nurse Part-Time (Ontario County, Public Health)

Cook Full-Time (Ontario County, Aging)

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Applications and additional information can be found:

On the Ontario County website, Human Resources webpage at: [www.co.ontario.ny.us](http://www.co.ontario.ny.us)

To receive email notification of examination announcements and job vacancy notices:

Sign up for **Notify Me**, found on the homepage of the County web site.

July 3, 2018

# OPEN INTERVIEWS: Every Tuesday and Thursday 9am - 3pm

Hiring for:

Traffic Control Flaggers

Will Train and Certify.....*Auburn, NY*

Forklift Drivers needed with Bonus.....*Shortsville, NY*

Food Production Line Bonus.....*Shortsville, NY*

Entry Level Sorter Laborers Needed.....*Stanley, NY*

Machine Operators 12 hour shifts.....*Bloomfield, NY*

MAINTENANCE MECHANIC

NEEDED.....*Bloomfield, NY*

Quality Inspector.....*Newark, NY*

Machinists Needed All shifts

open with Bonus.....*Newark, NY*

Recycling Center Students

and Summer Help.....*Stanley, NY*

Applicants can also call **585-328-6447** or

**585-393-9250** for the details or to schedule an appointment



A TRUEBLUE COMPANY

**23 Coach St., Suite 2D • Canandaigua, NY 14424**

**Phone # 585-393-9250**

# **JOB FAIR**

**Sodexo at Saga  
located in The Scandling Center at  
Hobart and William Smith Colleges**

**Tuesday, July 24<sup>th</sup>, 2018  
10am — 2pm & 4pm — 7pm**

**Positions Include:**

Supervisory positions, catering staff, various food service openings, kitchen staff, cashiers, and dishwashers

Apply early by going to **<http://sodexousa.jobs>**  
or apply at the Job Fair on Tuesday, July 24, 2018.

Join the company ranked #1 in its industry sector in both  
the DJSI and the 2016 Sustainability Yearbook!

Sodexo is an EEO/AA/Minority/Female/Disability/Veteran Employer



# NOW HIRING!

SOLAR FARM CONSTRUCTION

MULTIPLE NEW YORK LOCATIONS:

ITHACA – RUSHVILLE – SPENCER – NORWICH –  
FREEVILLE

HOW TO APPLY:

**TOMPKINS WORKFORCE NEW YORK – JOB FAIR**

**Monday and Tuesday July 23<sup>rd</sup> and 24<sup>th</sup> – 9 AM TO 4 PM – Ithaca**

171 E State St # 241, Ithaca, NY 14850

**ONTARIO COUNTY WORKFORCE – JOB FAIR**

**Wednesday July 25<sup>th</sup> – 9 AM TO 3 PM – Canandaigua**

3010 County Complex Dr, Canandaigua, NY 14424

**CALL US AT: 858-251-1207**

ASK FOR **SHELLY**

**APPLY ONLINE:**

<https://my.eastridge.com/job/JO000074769>

**HIRING FOR:**

GENERAL  
LABORERS

CERTIFIED  
EQUIPMENT  
OPERATORS

FOREMEN

SAFETY  
REPRESENTATIVES

**WE HAVE A  
JOB FOR YOU!**

## MINIMUM REQUIREMENTS

- RECENT PHYSICAL LABOR EXPERIENCE
- RELIABLE TRANSPORTATION
- OPEN AVAILABILITY
- ABILITY TO LIFT AT LEAST 50 POUNDS UNASSISTED

\*\* UPON A CONDITION JOB OFFER  
APPLICANTS MAY BE SUBJECT TO A DRUG  
TEST & BACKGROUND CHECK



## ***Interested in becoming a Certified Nursing Assistant?***

***Is this training program for you?***



**What is a CNA?** Prepare to become a Certified Nursing Assistant (CNA) by completing FLCC'S program and taking the New York State Exam. **Our student's passing rate on the State Exam is the highest in the state!!!** Our program includes classroom training in the principles and practices of patient care in the role of a Nursing Assistant, as well as, clinical experience in an assisted living setting.

### ***Orientation Dates for C.N.A. Training:***

- ***September 6, 2018 – DeMay Living Center, Newark***
- ***October 12, 2018 – Clifton Springs Hospital***
- ***First Wednesday of every month at FLCC's Main Campus Room 1436***

### ***2018 Class Dates:***

- ***September 20, 2018 – Clifton Springs Hospital and Clinical***
- ***October 22, 2018 – FLCC's Canandaigua Campus – Thompson Health***
- ***November 5, 2018 – DeMay Living Center (Instructional held at FLCC'S Geneva Campus)***
- ***December 17, 2018 – Clifton Springs Hospital and Clinical***

***Call to speak to our staff about enrolling: 585-785-1660 or email:  
[ce@flcc.edu](mailto:ce@flcc.edu)***

***It is a great way to start a career in healthcare!!!***

***FLCC's Certified Nursing Assistant Program is a  
New York State approved course!***

# FingerLakes

COMMUNITY COLLEGE

Canandaigua, New York

Looking for dedicated professionals who are committed to help community college students succeed.

*Multiple PT Positions Available!*

**MEN'S HEAD SOCCER COACH, PT**

**NURSE PRACTITIONER, PT**

**PROFESSIONAL ACADEMIC ADVISOR, PT, Temp I-YR**

**STUDENT LIFE SPECIALIST –**

*DIVERSITY, EQUITY, INCLUSION, 10 Month, Grant Funded, PT*

**STUDENT LIFE SPECIALIST**

*– Evenings/Weekends, 10 Month, Grant Funded, PT*

**STUDENT SERVICES COUNSELOR – STUDENT INTERVENTION, CAMPUS CENTERS, Grant Funded, PT**

All job descriptions and qualifications are listed on our website.

*For additional information & to apply, please go to:*

**[www.flcc.edu/employment](http://www.flcc.edu/employment).**

*Applications will only be accepted online.*

*Address your online cover letter & resume to:*

**Grace Loomis, Director of Human Resources.**

*EOE/male, female, veteran, disability*



# PLEASE POST

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL  
Clifton Springs, NY 14432

July 19, 2018

## VACANCY NOTICE

**1-Full Time Night Cleaner**  
**\$11.54-\$13.65/hr. + .60 Shift Differential**  
**Shift: 3:30-11:30 pm**

Anticipated Start Date: August 14, 2018

### Qualifications:

1. High School Diploma or GED
2. Must meet Civil Service requirements
3. Strong work ethic and the ability to work well with co-workers
4. Willingness to perform routine cleaning and other manual tasks
4. Cheerful can-do attitude and the ability to perform well without direct supervision.

### General Job Description:

1. Sweeping, mopping, vacuuming and waxing floors
2. Dust woodwork, furniture and other equipment
3. Wash walls and windows
4. Clean rest rooms
5. Arrange chairs, tables and other equipment for special use of buildings
6. Lock down and secure work area
7. Perform work as directed by building custodian and or supervisor

Interested parties should apply online by Friday, August 10, 2018 at:

<http://phelpsclyftonsprings.recruitfront.com/JobOpportunities>

**NOTE:** If not already Civil Service approved for the aforementioned position it will be necessary to complete a Civil Service Application which can be found at [www.midlakes.org](http://www.midlakes.org) or directly with Ontario County Civil Service located at 3019 County Complex Drive, Canandaigua, NY 14424.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Patti Larche, compliance officer/coordinator, at [plarche@midlakes.org](mailto:plarche@midlakes.org). Mrs. Larche can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

# Victor Central Schools Support Staff Vacancies

*Come join us at VCS! We offer competitive wages, full time positions and have comprehensive health insurance benefits.*

## Immediate Vacancies

Full Time Evening Cleaners (5)

Substitute Building Maintenance Mechanic or Building

Maintenance Assistant

HVAC, Carpentry or Electrical Experience. Flexible scheduling day or evening work available. Ideal position for a recent retiree interested in intermittent work.

## School Year Vacancies

(Interviews begin in July)

Bus Drivers – Full time

Bus Monitors – Part-time

Food Service Helpers – Part-time

Nutritionist – Full time, see posting online at [www.victorschools.org](http://www.victorschools.org)

Teacher Aides – Full & Part-time

(K-12 Special Education Assignments)

## Per Diem and Substitute Assignments

Bus Driver                      Parking Lot Attendant

Bus Monitor                      Nurse Substitute

Evening Cleaner                      Teacher Aide Substitute

Food Service Helper                      Typists-Office Support


Lifeguard

*Interested applicants should apply by submitting an Ontario County Civil Service Application to: Victor Schools, Human Resources Office, District Office, 953 High Street, Victor, NY 14564.*

*Inquiries may be made to Kris Hutt (585) 924-3252, Ext. 1417 or [HuttK@victorschools.org](mailto:HuttK@victorschools.org).*

# Calendar of Events - FL Works Geneva

## July 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 Career Club (Canandaigua) 9 - 11 am</p> <p><b>Basic Computer Skills 10 am (Canandaigua)</b></p>	<p>3 <u>Open Recruitment</u> Ontario ARC 9 – 11 am</p> <p><b>Jumpstart Your Job Search 2 - 3 pm</b></p>	<p>4</p>  <p><b>Happy 4th of July!</b></p> <p><b>Closed in observance of Independence Day</b></p>	<p>5</p> <p><b>Training Options 2:30 - 3:30 pm</b></p>	<p>6</p>
<p>9 Career Club (Canandaigua) 9 - 11 am</p> <p><b>Jumpstart Your Job Search 2 - 3 pm</b></p>	<p>10</p> <p><b>Metrix E-Learning 2 - 3 pm</b></p>	<p>11</p> <p><b>Cover &amp; Job Search Letters 9 - 10:30 am</b></p> <p><b>Jumpstart Your Job Search 2 pm (Waterloo)</b></p>	<p>12</p>	<p>13</p>
<p>16 Career Club (Canandaigua) 9 - 11 am</p> <p><b>Jumpstart Your Job Search 1 pm (Penn Yan)</b></p>	<p>17 <b>Resumes 101 9:00 – 10:30 am</b></p> <p><b>Jumpstart Your Job Search 2 - 3 pm</b></p>	<p>18</p> <p><b>Navigating the Civil Service System 1:30 – 3:00 pm</b></p>	<p>19</p>	<p>20</p>
<p>23 Career Club (Canandaigua) 9 - 11 am</p>	<p>24 <b>Effective Interviewing Techniques 9:00 – 10:30 am</b></p> <p><b>Jumpstart Your Job Search 2:30 pm</b></p> <p><b>WorkKeys (at FL WIB) 9 am - 1 pm</b></p>	<p>25</p> <p><b>LinkedIn &amp; Social Media 1:30 – 3 pm</b></p>	<p>26</p> <p><b>Training Options 2:30 - 3:30 pm</b></p>	<p>27</p>
<p>30 Career Club (Canandaigua) 9 - 11 am</p> <p><b>Job Search Over 50 2 - 3:30 pm</b></p>	<p>31 <b>Personal Skills for Success 9 am – 12 pm</b></p> <p><b>Jumpstart Your Job Search 2 - 3 pm</b></p>			

**Please call ahead of time to reserve a space for workshops!**

### Geneva Career Center

70 Elizabeth Blackwell St.

Geneva, NY 14456

Phone: 315-789-1771

Email: [geneva@labor.ny.gov](mailto:geneva@labor.ny.gov)

### Health Care Information:

Mondays: Your Care, 9am – Noon  
United, Noon – 3pm

Tues. & Wed: Fidelis, 9 am – Noon

Fridays: Your Care, 9am – Noon

## WORKSHOP DESCRIPTIONS

**Career Club at Ontario County Complex - Canandaigua** - Join others who are looking for work at this weekly job club. Get job leads and find out what businesses are looking for when they hire. This is an excellent opportunity to network with others, get insights, and support in your job search. Learn about available resources. (2 hrs)

**Cover & Job Search Letters** - This instructional workshop will focus on how to write a Cover Letter (Yes, you do need one!). Other Job Search Letters that will be covered include: Thank You Letters, Follow-up Letters, Networking Letters, and Letters of Appreciation. (1.5 hrs)

**Effective Networking** - You're looking for work and people ask you "What do you do?" HOW do you respond? This workshop helps you craft your own professional introduction to network in a variety of situations. Learn how to discuss your unique skills and strengths to efficiently communicate with confidence. (1.5 hrs)

**Resumes 101** - During this informational session, you will learn what revisions are necessary to create an effective, up-to-date resume. Learn how to highlight your accomplishments, past experiences, skills, abilities, qualifications and personal characteristics so a potential employer can easily see the assets you would bring to the business. (1.5 hrs)

**Effective Interviewing Techniques** - You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know and what questions you should be able to answer before going into an interview. Learn the importance of making a good first impression and techniques regarding, appearance, body language, preparation, and attitude. (1.5 hrs)

**Advanced Interviewing: Beyond the Basics** - Tell me about yourself? What are your salary expectations? This interactive workshop provides the opportunity to: receive feedback on your interviewing skills, network, and reduce those interview jitters. Come prepared to answer interview questions. **\*Prior attendance at the Interviewing Techniques workshop is required\*** (2 hrs)

**Job Search Over 50** - Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1.5 hrs)

**Jump Start Your Job Search** - This workshop introduces you to an overview of services available at the Career Center. Learn about opportunities to enhance your job search including: Metrix on-line learning tool with over 7000 courses, WorkKeys Career Readiness Credential, On the Job training, obtaining funding for training, Career Navigator a professional level Job search course and other workshops on resume writing, interviewing, civil service, cover letters, training options, and social media. (45 mins)

**Metrix E-Learning** - If you are interested in upgrading your computer skills and would like to take online courses at your own pace, Metrix may be for you. Metrix is a self-directed online learning program you can access anywhere with high-speed internet. (1 hrs)

**Navigating the Civil Service System** - Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to use the websites and what to look for on civil service listings. (1.5 hrs)

**Personal Skills for Success** - Learn how to improve your personal skills that employers look for when hiring and promoting. This half-day workshop will teach you how Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams can help give you an edge over other interview candidates and get noticed by the employer! In addition, you will receive a Workforce Certificate of Completion for Soft Skills training which is recognized by local businesses. (3 hrs)

**Social Media** - Online networking can be one of your most valuable resources when job-searching. Take advantage of this opportunity to learn more about how to get the most out of LinkedIn, Facebook, and Twitter to build your professional network. Learn how to get recommendations, research employers, display your expertise, and get noticed. (1.5 hrs)

**Training Options** - Finger Lakes Works may have funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Innovation and Opportunity Act. (1 hrs)

**WorkKeys** - Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys assesses reading, math and locating information, which qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate. (4 hrs)

# July 2018

## Calendar of Events

Ontario County Workforce Development  
 3010 County Complex Drive  
 Canandaigua, NY 14424  
 585-396-4020

Monday	Tuesday	Wednesday	Thursday	Friday
2 <b>** Computer Skills Workshop: 10 am – 12 pm</b>  <b>Career Club: 9 – 11 am</b>	3  <b>Adecco: 10 am – 12 pm</b>	4 <b>Closed</b> 	5	6
9  <b>Career Club: 9 – 11 am</b>	10	11	12	13
16  <b>Career Club: 9 – 11 am</b>	17  <b>Adecco: 2 – 4 pm</b>	18  <b>ACCES VR: 1:30–2:30 pm</b>	19	20
23  <b>Career Club: 9 – 11 am</b>	24	25  <b>Eastridge Workforce Solutions: 9 am – 3 pm</b>	26	27
30  <b>Career Club: 9 – 11 am</b>	31			

**ACCESS-VR ORIENTATION:** Assist individuals with disabilities to achieve and maintain employment & to support independent living through training, education, rehabilitation, & career development. To learn more, please attend an informal orientation session on 2<sup>nd</sup> floor, Room 4. Phone: (315) 789-0191

**CAREER CLUB:** Join us every Monday at 9:00am on 2<sup>nd</sup> floor, Room 8 for informal networking and support as you search for your new job opportunity.

**\*\* COMPUTER SKILLS WORKSHOP:** This workshop covers basic computer skills. Please call (585) 396-4020 to reserve a spot, as space is limited.