



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS: July 9th, 2018**

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

Quote of the week: "We can't help everyone, but everyone can help someone."
~ Ronald Reagan

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; Nurse Team Leader; Production Controller; Program Supervisor; Project Search Coordinator & Vocational Assessment Specialist.** Apply online at: <http://ontarioarc.applicantpro.com/internaljobs>

Asphalt Driver: Local, family owned paving company is hiring Drivers. Work is available immediately. Season has begun, work through mid-November. Class A or B needed. Wage based on experience. Contact Dave at (585) 624-1520 or send email to: david.spike@connorspaving.com

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!

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

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

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

Counter Sales Person: Well established local water system and water treatment company is seeking a full-time candidate to become part of our close-knit team. Minimum starting hourly wage \$14.00/hour. Hours: Monday-Friday, 7:30AM-4:00PM. Benefits include 401K/Profit Sharing and health care. Requirements: Excellent Phone Skills. Basic Electrical and Plumbing Knowledge. Basic Computer Skills. Ability to lift and carry 75 lbs. High School Diploma or GED. Please contact Joe Testa, office phone 585-657-6140 or cell phone 585-737-6597, or email: joetesta1@yahoo.com

Front Counter/Sales: Parmenter, Inc. in Geneva is looking for an energetic, self-motivated person with great professionalism for a front counter position with the company. Responsibilities include customer service, sales, inventory control, processing work orders and some light cleaning duties. To apply, call Justin Gardiner at (607) 346-5509 or (315) 781-3296, or email resume to: jgardiner@parmenterinc.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.

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

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!

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 1st, 2nd or 3rd 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 or in person.

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/>

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, 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, Email: payrolldept@elderlee.com or in person at: 729 Cross Road, Oaks Corners.

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

Maintenance: McDonald's, 6092 Route 96, Farmington. Seeking a quality individual to join our outstanding crew. Flexible schedule, friendly atmosphere, chance for advancement, free uniforms, and discounts to major stores. Please apply in person or online at: www.mylocalmcdonalds.com/farmington-mcdonalds

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.tredegard.com/careers/>

Bristol Harbour Village is seeking: **Seasonal Maintenance Technician** for Grounds Care: Valid NYS driver's license required. **Certified Lifeguard:** 16 yrs. or older, CPR and First Aid Certified & a valid Lifeguard Certificate required. Call (585) 396-2700 or stop in at 30 Golfside Circle, Canandaigua for an application. Email resumes to: Bhvaoffice@bhvainc.com

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, call (585) 359-8526, or email: 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

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

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 90days. 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

QA/QC Inspectors: Looking for motivated QA/QC Inspectors. We are a growing CNC machining company in Victor with great potential. We have CNC vertical/horizontal mills, multi-function lathes and swiss machines. POSSIBLE MANAGEMENT POSITION – DOE. Duties: Inspect incoming in house and supplier parts. First piece layout - 100% inspection. Perform audits – In process checks. Conduct capability studies for customers when required. Required skill set: Technical skills - GD&T. CMM experience a plus. Ability to read blue prints. Numerical aptitude and ability to accurately record data. Desired math skills: Algebra, Geometry and Trigonometry. Ability to communicate quality results to other departments and vendors. Must possess: High School Diploma or GED. 10 or more years inspection experience. Use of measurement tools and equipment. Ability to lift 30 - 50 lbs. Driver license and transportation. Pay based on experience. Please respond with resume and desired pay rate: resumes@hmicncmachining.com

Quality Inspection Technician: The position is responsible for verifying that our products meet the dimensional, cosmetic, and compositional characteristics specified by our customers and defines and documents product quality plans according to customer specifications and drawings. Responsibilities will include but not limited to: first piece, in process, final, assembly and receiving inspection. Develops, modifies, applies, and maintains quality standards and evaluation methods for products and processes. Should be familiar with gage calibration techniques and be capable of interpreting drawings that include Geometric Dimensioning and Tolerancing. Education Required: High school diploma or GED. Manufacturing background with a minimum of 2 years engineering experience. Bachelor or Associates degree in Quality Engineering, Mechanical or Industrial engineering or a related field preferred. NYS Journeyman Machinist or NIMS credentials preferred. ASQ Certification preferred. Wage dependent on experience. Submit resumes to: greatjobs@xlionline.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.

RN: Part time at Ontario County Public Health. Minimum qualifications include: completion of a course of study approved by NYS Education as qualifying for Registered Nurse, Possession of a RN license at the time of permanent appointment, Possession of a valid NYS Operator's license at the time of appointment, and maintenance of license throughout the tenure of employment. Application deadline is Monday, July 9, 2018. For more information on how to apply, please visit: co.ontario.ny.us/humanresources

Residential Remodeler: Local, established Canandaigua company seeks individual for residential remodeling projects. Experience is preferred but not required. Will train individual that wants to make a commitment to this field. Reliable transportation to project site in necessary. Wage based on experience. Contact Ken at 585-394-8580.

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

Restaurant Staff: Friendly's is hiring Cooks, Servers, Ice Cream Scoopers & Part-Time Managers! Join the company with the vision to make the world Friendly, One Scoop at a Time! Please apply at: <https://Jobs.friendlys.com> for our Geneva Restaurant located at 287 Hamilton Street, Geneva NY 14456. Then call: 315-789-0671 for interview between 2:00 pm and 5:00 pm. Ask to speak with the Manager on Duty.

Retail: Lowe's Canandaigua is hiring for: Customer Service, Facility Services, Installed Sales, Load Puller, Overnight Receiver/Stocker, and Sales Support. For details and online application, visit: <https://careers.lowes.com/>

Retail: Wegmans is hiring for the Canandaigua store: Meat Geneva Store: Dairy, Prepared Food, Deli, Produce, Overnight Grocery, Pharmacy Tech. Apply online at: <https://jobs.wegmans.com/> Geneva Hiring event-Tuesday July 16 3pm-6pm.

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

Servers & Bartenders: Ports Café, 4432 West Lake Road (Rte 14 South), Geneva. Fine dining in a very casual, upscale, tourist oriented atmosphere, overlooking Seneca Lake. This is an extremely popular high volume restaurant. This is a year-round position; our normal work hours are Tuesday – Saturday, 3:00pm till 1:00 am; closed Sundays and Mondays. Candidates must have full availability Friday and Saturday, at

least 1-year experience, and knowledge of wines. Full and part time positions available. Base wage plus tips. Please complete our on-line application at:
<https://4gt.wufoo.com/forms/ports-cafe-employment-application/>

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/

Working Supervisor – Bureau of Highways: The Ontario County Highway Transportation Center is looking for a candidate for the position of Working Supervisor. This requires the supervision of a small group of laborers and motor equipment operators. The Supervisor will ensure work is completed according to instruction by monitoring work in progress and inspecting completed tasks. Responsibilities include leading and participating in; the cleaning, maintenance, and repair of streets and sewers and care and maintenance of all related equipment; construction, maintenance, and repair of bridges, culverts, and other structures, including sidewalks, curbs, and retaining walls; snow removal and street sanding; tree trimming and removal activities; various necessary manual tasks. **Required Knowledge, Skills, Abilities, and Personal Characteristics:** Working knowledge of practices, tools and terminology of Highway Maintenance; good knowledge of the geography of the County; ability to follow oral and written instructions; ability to work well with others; ability to prepare simple activity records and reports; dependability; willingness to work under difficult weather conditions and to respond to emergency; physical endurance; physical condition commensurate with the demands of the position. **Minimum Qualifications:** (1) HS graduate and 2 years of experience as motor equipment operator in construction, public works or related activities OR (2) 4 years FT paid experience in construction, public works, or industrial related activities including 2 years at a supervisory level OR (3) an equivalent combination of training and experience as described in (1) and (2) above. Note: One year experience may be substituted for 2 years of high school. Special requirement: Possession of valid Class B Unrestricted NYS Commercial Driver's License at the time of appointment, and maintenance of such license throughout the tenure of employment in the position. Starting salary is \$21.83/hour. **Deadline to apply is July 11, 2018.** Submit a completed application to: Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424. Applications can be found at: **<http://www.co.ontario.ny.us/Jobs.aspx>**

Vineyard Assistant: Martini Vineyards is currently seeking a full time vineyard assistant. Our vineyard is located on the West side of Seneca Lake and is comprised of 80 acres of established vinifera vineyards with 15 acres of new plantings. We are looking

for an energetic, outdoor loving individual to join our team. This is a full time/hourly position with benefits. The right candidate should have farming experience; viticulture and/or horticulture is preferred but not necessary. Duties include, but are not limited to, planting, pruning, harvesting, canopy and floor management, vine training and trellis maintenance as well as equipment and shop upkeep. Positive attitude, mechanical skills, Ability to adapt to unforeseen constraints of weather, labor and equipment, Ability to work a flexible schedule during critical times of the season, and a love for the outdoors is required. Must be able to walk 2-5 miles/day on uneven terrain, and able to work in various weather conditions. We are a family owned and operated vineyard in operation since 1973. Please send all inquiries/resumes to: Peter Martini, 1031 Anthony Road, Penn Yan. Email: martinivms@gmail.com Phone: 315-382-2419.

Roseland Waterpark: 250 Eastern Blvd, Canandaigua. Accepting applications for: Lifeguards, Admissions, Games, Retail, F&B Cashiers, Cooks, Bussers/dishwashers, Janitorial, Park Maintenance/Night Maintenance, Chemical Maintenance, and Accounting. Please apply in person Monday-Friday, 1:30 – 4:00 pm, or online at: www.roselandwaterpark.com

Welder/Fabricator: Benemy Welding & Fabrication Inc., 8 Pleasant Avenue, Phelps. Looking for a full time Welder/Fabricator to join our growing team. Candidates should be Proficient with Mig and Tig Process, Blue Print Reading, Grinders, Drills and Basic Hand Tools, Shop Equipment such as Saws, Drill Presses, Sheer, Brake and Iron Worker. Hours are Mon-Fri 7am-3:30pm with potential of overtime as needed. Salary is based on Experience and Health Benefits are available. Interested candidates can email a Resume to: Benemy.Jeremy@FLTG.net or drop off in person.

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, Swim Instructors, Lifeguards, Full-time Wellness Director, and Full-time Membership/Marketing Director. 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

CURRENT EXAM & VACANCY INFORMATION

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

Project Manager (Ontario County Department of Public Works)

Working Supervisor, Bureau of Highways (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

Current Non-Exam Vacancies - No Examination Required

Client Transportation Driver (On-Call, Sub)

Correction Officer, Part-Time

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

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

Bus Driver, Substitute (Ontario County, Aging)

Applications and additional information can be found:

On the Ontario County website, Human Resources webpage at: 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

Remedy Staffing has
Immediate Openings!

**Multiple assembly and production positions
available in Bloomfield, Canandaigua,
Geneva, Avon and Penn Yan.**

Remedy will be accepting applications and
interviewing on:

**Tuesday, July 17th
2pm - 4pm at**

**Ontario County Workforce Development
3010 County Complex Drive, Canandaigua
2nd floor, Conference Room 6**

**Please complete your online application
ahead of time at www.remedystaff.com**



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:

- ***July 12, 2018 – Clifton Springs Hospital***
- ***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:

- ***July 9, 2018 – FLCC's Canandaigua Campus – Thompson Health***
- ***July 16, 2018 – Clifton Springs Hospital and Clinical***
- ***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***

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

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

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

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.

Calendar of Events - FL Works Geneva

July 2018

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

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

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 ** Computer Skills Workshop: 10 am – 12 pm Career Club: 9 – 11 am	3 Adecco: 10 am – 12 pm	4 Closed 	5	6
9 Career Club: 9 – 11 am	10	11	12	13
16 Career Club: 9 – 11 am	17 Adecco: 2 – 4 pm	18 ACCES VR: 1:30–2:30 pm	19	20
23 Career Club: 9 – 11 am	24	25	26	27
30 Career Club: 9 – 11 am	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 2nd floor, Room 4. Phone: (315) 789-0191

CAREER CLUB: Join us every Monday at 9:00am on 2nd 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.