

Visit our website weekly for updated job leads! Updates available by noon on Mondays. [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

## Yates County Job Leads October 29, 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 have a CDL with Passenger Endorsement. Apply on website [www.yatestransitservice.com](http://www.yatestransitservice.com), click on "work with us". Contact Ame Wright 315-536-7447 ext. 244 or Lisa Minns 315-694-7700. 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 10/10/18

### **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

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

- Apply today in person at our Valu Home Centers Geneva, NY location: Tops Plaza 361 Hamilton St. Geneva, NY 14456 or online at <http://valuhomecenters.com/join-our-team>. All members of the Valu Home Centers team are hard-working, motivated, enthusiastic problem solvers. We believe that customer service is more than just an idea -- it's a culture! Our Sales Associates come from a wide variety of backgrounds. Flexible scheduling and competitive starting wages make these roles ideal for students, parents, retirees, busy people, and those looking for a change. You don't need previous retail or hardware experience to be our ideal candidate, just come prepared with an excitement to learn and a drive for providing great customer service. Our paid, on-the-job training will empower you with all the product knowledge and techniques you need to know.

Craigslist post ID: 6715421139 10/5/18

### **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/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=c2f55c522a2ccb67>.

Indeed 10/22/18

### **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 10/9/18

## **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

### Multiple Positions- Odessa Montour CSD

- Odessa-Montour School District has the following vacancies:
    - Cleaner- 8 hours per day (3:00pm-11:30pm), \$11.10/hr.
    - Substitutes- Food Service Helpers, Cleaners, Teacher Aides- \$10.40/hr.
- Apply to Schuyler County Civil Service, 105 9<sup>th</sup> Street, Watkins Glen, NY 14891.
- Substitute Teachers
    - \$92/day for Uncertified, College Degree
    - \$100/day for Certified
    - \$115/day for O-M Certified Retired Teacher

Apply to Odessa-Montour CSD, District Office, 300 College Avenue, Odessa, NY 14869. Applications: [www.omschools.org](http://www.omschools.org).  
All employees must be fingerprinted. The processing fee for fingerprinting is \$99. Dundee Observer 10/3/18

### 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

### Pharmacy Technician and Health and Wellness Associate (Penn Yan, NY)

- RITE AID will be hosting a Hiring Event for qualified candidates interested in becoming a Pharmacy Technician-in-Training or Health and Wellness Associate in the Penn Yan area. The Event will be held on Wednesday, October 24<sup>th</sup> from 11am-2pm at 138 Elm St, Penn Yan. Please bring a current resume with you!

Workforce Development 10/19/18

### 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 9pm.

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)

- 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

### 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-d655-4f42-9e85-3f06a2818542&cclid=19000101\\_000001&jobId=151741&lang=en\\_US&source=FB&fbclid=IwAR1K0GBxExJkWjpGXuGGbHuJoe8KaxqvGRRDq6wllkO9bY9\\_tPx5IMFQwh4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6f8dee95-d655-4f42-9e85-3f06a2818542&cclid=19000101_000001&jobId=151741&lang=en_US&source=FB&fbclid=IwAR1K0GBxExJkWjpGXuGGbHuJoe8KaxqvGRRDq6wllkO9bY9_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

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

- Personal Care Aides for all shifts and every other weekend. We need caring, dependable individuals who feel rewarded by providing support services to residents. Responsibilities include assisting residents with activities of daily living, and providing direct care in accordance to the New York State Department of Health regulations for adult homes. Previous

experience is not required; we will train you. Part-time and full-time positions are available. Benefits are available to qualified employees. Apply by email to [ccmanor@rochester.twcbc.com](mailto:ccmanor@rochester.twcbc.com). OSOS 10/9/18

#### **RN (Yates and Schuyler Counties)**

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

<https://nlx.jobsyn.org/030007cbc3634f9b91a0172417d509b2161>

OSOS 10/9/18

#### **Home Health Aide (Yates County)**

- Provides quality care to patients requiring personal care and home support services to restore and maintain the patient's physical and emotional well-being, while maintaining a safe and clean environment. Under the supervision of an assigned professional home visiting nurse or licensed therapist, assists with the physical and personal care of patients to restore the activities of daily living including non-health services to maintain a safe and clean environment, planning and preparing meals, maintaining current and accurate patient records. For a detailed job description or to apply, please visit

<https://nlx.jobsyn.org/0b5a2a7b72d9474296259c6f63c126a8161>.

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

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

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

Workforce Development 9/28/18

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

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

Workforce Development 9/28/18

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

- Full-time, Part-time and Relief/Per Diem Positions Available. PRIMARY FUNCTIONS: Provide support and instruction in activities necessary to promote and maintain independence and self- determination for individuals with intellectual/developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. QUALIFICATIONS: High School Diploma or equivalent. One-year practical experience working with individuals with developmental disabilities preferred. For a list of specific job duties or to apply, please visit <https://www.ccsrochester.org/>.

Workforce Development 9/28/18

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

##### **Temporary Opportunities**

- Alternate Certifier

##### **Full Time Opportunities**

- Director of Operations
- Head Start Food Service
- Early Childhood Education Specialist

- Energy Programs Crew Worker
- WIC Help Specialist
- Home Visitor – Corning Area
- Home Visitor – Yates County
- Lead Teacher for 3-year-olds in Hornell
- Lead Teacher for 3-year-olds in Bath
- Infant Teacher: Hornell
- Toddler Teacher: Hornell

**Part Time Opportunities:**

- Site Coordinator: Senior Nutrition – Bath

**Substitute Opportunities:**

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

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

Workforce Development 10/15/18

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

- CNA LTC
- Certified Nurse Aide Training Program
- Clinical Primary Therapist
- Critical Care Tech
- Discharge Planner/Social Worker MSW
- ED Crisis Evaluator
- EMT Basic- Cohocton
- In-patient Counselor
- LPN Med Long Term Care- Bedside
- Medic 55 Tech
- Medical Technologist
- Nurse Manager- LTC
- Nutritional Services Aide
- Physical Therapist
- Radiology Tech
- RN Clinical Leader
- RN Bedside- Inpatient 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 10/15/18

**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
- Classroom/Daycare Aide @ Keuka Lake School - \$10.40
- Print Shop Manager

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

Workforce Development 10/15/18



## **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

### **Harbor Hotel- Multiple Positions (Watkins Glen, NY)**

- Now hiring: Assistant F&B Director, Guest Service Clerks (flexible shifts), Overnight Guest Clerks (11pm-7am), Bell Person (flexible shifts), Dishwasher (pm shift). Requirements: customer service skills, outgoing demeanor, great work ethic. Weekend and holiday availability. Apply online at: [www.watkinsglenharborhotel.com](http://www.watkinsglenharborhotel.com). Dundee Observer 10/10/18

### **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

### **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 10/15/18

### Front Desk Associate (Dundee, NY)

- The Inn at Glenora Wine Cellars is looking for an Overnight Front Desk/Reservation Specialists position for their 30-room luxurious Inn. The Inn at Glenora Wine Cellars is in Dundee, New York, just 8 miles north of Watkins Glen on the west side of Seneca Lake. In addition to the Inn, there is an upscale 125-seat restaurant, where we also have weddings and special events, and a winery retail shop on the beautiful 40-acre campus. Qualified candidates must have excellent customer service skills; be able to effectively and professionally communicate over the phone, in person and through the internet/e-mail; can multi-task efficiently; and can offer a good basic knowledge of computer skills including Microsoft Office. Must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement. Overnight Position is open immediately. Apply at:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=91c7a56d9b7aa5c2>

Indeed 10/15/18

### 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

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

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

Indeed 9/24/18

### Housekeeping (Keuka Park, NY)

- Kelly Services has SECOND SHIFT openings for hard working cleaners with one of our leading educational establishments near Penn Yan (Keuka Park). These positions are temp-to-hire for the right candidate. IMMEDIATE PLACEMENT - HURRY IF INTERESTED DETAILS 2:00PM - 10:30PM Mon-Fri with occasional weekends (rotating weekends, about 1 weekend every two months) Will be asked to work special events on occasion and these may fall on a weekend \$11.40/hour (NEW INCREASE!) DUTIES include cleaning common areas in the college such as: Living rooms Lounges Hallways Stairwells Kitchens Uninhabited rooms (will not be occupied) \*\*Requirements\*\* REQUIREMENTS Prior cleaning experience is helpful, but no necessary High School Diploma / GED (or in process) Must be physically able to stand on feet for entirety of working hours Must have some flexibility with hours (for staying later and working weekends and events). Apply at:

<https://nlx.jobsyn.org/6b6a5b3792684c09a7e9507ee7ab49b1161>

OSOS 10/19/18

### 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

### Housekeeping (Penn Yan, NY)

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

OSOS 10/9/18

### Baker (Keuka Park, NY)

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



standard of personal hygiene. Benefits: AVI offers a family culture and atmosphere, competitive compensation, health, dental, vision, and life insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/52cbd07ccc6f49199b340345549ca262161> OSOS 10/9/18

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

- Job Description: Oversee front end production; follow opening procedures, including opening and handling cash drawers; comply with all policies and procedures, including but not limited to food and physical safety programs; communicate any issues of concern to management; follow all safety requirements at accounts; adhere to grooming and appearance standards; perform any other duties as specified by management. Job Requirements: Previous culinary/foodservice experience required; excellent customer service and communication skills; successful team leadership experience; moving, bending, stooping, lifting and standing on a frequent basis; ability to lift up to 15 pounds frequently; lift up to 30 pounds occasionally; experience with Microsoft Office Suite is necessary. Benefits: AVI offers a family culture and atmosphere, competitive compensation, health, dental, vision, and life insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities, discount program. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/ef25209505be47c2a5f9b97fa47e526a161> OSOS 10/9/18

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

- Job Description: Prepare and cook food for service; ensure the cleanliness of the kitchen; manage food inventory; maintain a safe work environment; encourage good customer relations through product promotion. Job Requirements: Culinary experience is a plus; strong work ethic; excellent communication skills; exceptional food presentation skills; ability to maintain positive attitude. Benefits: AVI offers a family culture and atmosphere, competitive compensation, health, dental, vision, and life insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/c62fe9953097467daf622cb1bf8f846a161> OSOS 10/9/18

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

- Job Description: Assist with cleaning the kitchen and maintaining a sanitary work area; wash dishes, glassware, flatware, pots and/or pans using dishwashers or by hand; ensure all kitchen work areas, equipment and utensils are clean, professional and in an orderly condition at all times; place clean dishes, utensils and cooking equipment in proper storage areas; ensure the workspace meets or exceeds all established sanitation and safety standards; request supplies and equipment needed for cleaning and dishwashing duties; perform other duties required as needed. Job Requirements: Previous dishwashing experience preferred; superior customer service standards; ability to maintain a safe work environment; ability to multitask and work in a fast paced environment; knowledge of, or ability to learn, standard cleaning methods and equipment used in dishwashing work; ability to understand and carry out oral and written instructions; ability to exert continuous physical effort including frequent bending, walking and heavy lifting; excellent interpersonal skills. Benefits: AVI offers: a family culture and atmosphere, competitive compensation, health, dental, vision, and life insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities, discount program. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/6a159b84359b4fedbf783f67bc90b92a161> OSOS 10/9/18

#### **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/2345bd7526474243b7de15adbcd6eec4161> OSOS 10/9/18

## **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

### **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

### **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

### **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

### **Commercial Cleaners (Geneva, NY)**

- Looking for full time commercial cleaners to work overnights (third shift)--starting ASAP!! Be part of a great team with an AWESOME supervisor! Training will be provided. Duties include; sweeping, mopping, restocking supplies, following a checklist, and sanitizing. Looking for cleaners who take pride in their work, have excellent time management and pay attention to details. Travel may be required, so having vehicle is preferred. Craigslist post ID: 6718109228 10/8/18

### **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)**

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

Indeed 9/28/18

#### **General Contracting (Dundee, NY)**

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

Workforce Development 9/28/18

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

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

Workforce Development 9/10/18

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

- Retail business looking for reliable, motivated, hardworking individual for full time position. Individual must have excellent customer service skills, be able to read and follow instructions independently, be able to assemble furniture and set up office spaces. Other responsibilities will include cleaning, stocking merchandise, assisting customers, cash register operations, and other duties as assigned. Must have valid driver's license and able to lift at least 50lbs. Interested applicants should send resume to [lisa.principio@dfa.state.ny.us](mailto:lisa.principio@dfa.state.ny.us) or drop off in person at Workforce Development, 417 Liberty St. Penn Yan.

OSOS 10/9/18

## **OFFICE WORK/MANAGEMENT**

### **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

### **Reporter (Dundee, NY)**

- We are adding staff! Must have experience with meeting coverage and local features. College journalism is preferred. Position is part-time with two award-winning weekly newspapers. Must live in Schuyler, Steuben or Yates County for this position. Contact the publisher: [gcl@fingerlakesmedia.com](mailto:gcl@fingerlakesmedia.com).

Dundee Observer 10/10/18

### **Association Program Coordinator II- Horticulture Coordinator (Penn Yan, NY)**

- Cornell Cooperative Extension of Yates County has an opening for a part-time Association Program Coordinator-Horticulture for its Penn Yan, New York offices. Provide program coordination and support to the Horticulture program and facilitate the dissemination of horticulture information to the residents of Yates County utilizing a trained volunteer corp. Serve as primary contact and coordinator for the Master Gardener Volunteer program. For a full list of details, qualifications, or to apply, please visit: <https://nlx.jobsyn.org/4bf77464470146d1a3871d198cee5433161>.

OSOS 10/26/18

### **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

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

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

OSOS 10/9/18

### **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

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

- Job Description: Responsible for assisting with all operational tasks within the store as delegated and assigned by the Store Manager with main focus on the front-end and sales floor operations. Also assist with the hiring, training and development of store associates as delegated by the Store Manager. Principal Duties and Responsibilities: Assist with all store functions and day-to-day store activities as directed by the Store Manager; Able to perform all opening and closing procedures in the absence of the Store Manager; Assist the Store Manager in protecting and securing all company assets, including store cash; Adhere to all policies and procedures including safety guidelines; Maintain a professional and friendly environment with customers, subordinates and supervisors; Maintain all areas of the store, including the stockroom and sales floor, to company standards to include recovery; When the Store Manager is not on the premises, direct supervisory responsibility for all hourly Associates; Process all SSC Corporate directives including Pull and Hold/Destroy, Task Compliance, Key Survey information, requests and any additional communications related to store activities as delegated by the Store Manager; Assist the Store Manager on the receipt and return of DSD merchandise; Follow the VIP and DSD Policies and Procedures; Assist the Store Manager in ensuring proper staffing coverage on a daily basis; Assist the Store Manager in ensuring that the sales floor is sales effective on a daily basis; Assist in the management of cashiering activities to ensure all company cash handling practices & guidelines are followed at all times by all Associates; Promotional effectiveness of store-front fixtures and displays; Assist in the management of sales effectiveness of seasonal areas in the store; Coordinate appropriate signage utilized in the store; Assist with the receipt and return of DSD merchandise; Process damaged merchandise on a daily basis; Assist Store Manager with creation of weekly schedules; Assist in the management of store supplies and expense control; Assist with merchandising and maintaining the checkout area to maximize impulse sales; Ensure coolers and store-front program racks/displays are refilled daily (balloon program, sunglasses, batteries, etc.); Assist with the management of the Drive Item program. Minimum Requirements/Qualifications: Prefer prior retail and management experience; Strong communication, interpersonal, and written skills; Ability to lift, bend and transport merchandise weighing up to 50lbs; Ability to work in a high energy team environment. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Apply at: <https://nlx.jobsyn.org/bad8ef4598a34396bae50d5f33b2efcb161>. OSOS 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 experienceSkills required:
  - Clear communication which includes being able to adapt under pressure
  - Execution and time management skills
  - Must be willing to do what it takes to get the job done
  - Reliable and works as a team with othersJob duties also include upholding safety procedures & protocols. Compensation Package is determined by experience and expertise which ALSO includes:
  - 10 company paid holidays
  - Benefits offerings
  - Weekly production bonus (Bonus pool begins 30 days after employment)

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

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

Indeed 10/22/18

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

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

Indeed 9/24/18

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

- Kelly Services has partnered with a leading global supplier of technology-based functional coatings for ceramic, metal and glass products. We are currently looking for production operators for the Penn Yan, NY area. This is temp-to-hire position with a 42-hour work week. NOTE: Starting wage is \$14.00/hour, BUT will increase to \$16.00/hour when hired on between 3 and 6 months (approximate). By the end of year 2, qualified employees will be making more than \$23.00 per hour. Essential Responsibilities: Operate the following equipment: Kilns, Jet Mills, Blender, Mixer, Dryers, Forklift, Screening equipment, Palletizer, etc. Ensure compliance with all safety rules and proper use of PPE. Adhere to company policies and procedures. Adhere to core values and behaviors. Follow standard operator procedures. Applicants should be open to working any of the 4 shifts listed below. Assignments will depend on business needs. Training will take place on a day shift. After training, you will be moved to an overnight shift. A shift / \$14.00 per hour (Sun, Mon, Tues: 7:30am-7:30pm, Wed: 7:30am-1:30pm), B shift / \$14.75 per hour (Sun, Mon, Tues: 7:30pm-7:30am, Wed: 7:30pm-1:30am), C shift / \$14.00 per hour (Wed: 1:30pm-7:30pm, Thurs, Fri, Sat: 7:30am-7:30pm), D shift / \$14.75 per hour (Wed: 1:30am-7:30am, Thurs, Fri, Sat: 7:30pm-7:30am). Qualifications: 2+ years working in a manufacturing setting required. Proof of High school diploma or GED. Solid work history. Strong attention to details. Effective communication skills, both verbal and written. Ability to prioritize, organize and multitask. Ability to read and understand all necessary production instructions, spreadsheets and reports. Ability to work as a team. Apply at: <https://nlx.jobsyn.org/67a7bea6399243469318a9cf26465785161>

OSOS 10/9/18

#### **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**

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

How can they get work experience?

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

Where can they find training to become job ready?



What careers and jobs are in demand?

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

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

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

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



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





## 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, October 22nd through Friday October 26, 2018 from 9 a.m. to 1 p.m.  
Wayne County Public Safety Building 2nd floor Training Room  
7376 Route 31 Suite 2000  
Lyons, NY 14489

[jsmith@co.wayne.ny.us](mailto:jsmith@co.wayne.ny.us) or call 315-946-7707

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!

*Equal Opportunity Employer/Program*

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



**EMPLOYERS:**  
Reserve Your  
Space Today!  
\$50 Members;  
\$100 Non-  
Members

# Take Your Career to the Next Level!

**Thursday, November 8, 2018**

Time: 4:00 pm–5:00 pm Job Seeker “Ask the Experts” Panel Discussion

5:00 pm–7:00 pm Career Fair & Business Expo

Location: Ravenwood Country Club  
929 Lynaugh Rd, Victor, NY 14564

#### SPONSORED BY

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**Contact** The Victor Chamber of Commerce  
(585) 742-1476 or Pat@victorchamber.com  
for more information or

**Visit our web site**

<http://www.victorchamber.com/events/details/ontario-county-career-business-expo-4888>



# WE'RE HIRING

## JOIN OUR TEAM TODAY!



Department of  
Transportation

### PERMANENT & TEMPORARY POSITIONS AVAILABLE AS:

- HIGHWAY MAINTENANCE WORKER TRAINEE 2

### DUTIES INCLUDE:

- PLOWING SNOW
- OPERATING LIGHT AND HEAVY EQUIPMENT
- PERFORMING ROAD REPAIRS & MAINTAINING EQUIPMENT

### REQUIREMENTS:

- VALID, CLEAN CLASS A OR B COMMERCIAL DRIVER LICENSE
- ABILITY TO WORK OVERTIME
- MUST PASS A PHYSICAL AND DRUG TEST

ALSO HIRING QUALIFIED HEAVY EQUIPMENT MECHANICS



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