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Yates County Job Leads October 9, 2018

AUTOMOTIVE/DRIVERS

Heavy Equipment Diesel Mechanic (Hector, NY)

- The Town of Hector Highway Department is accepting applications for a full-time Heavy Equipment Diesel Mechanic with a CDL Class B minimum. Experience in repairing heavy equipment and knowledge of repair on hydraulics is necessary. Must be safety oriented and organized. High School Diploma or GED required. Applications are available at the Town Hall, 5097 State Route 227, Burdett, NY 14818 and will be accepted until October 19, 2018. 607-546-5286. Dundee Observer 10/3/18

Wine Tour Guide/Driver (Penn Yan, NY)

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

Auto Mechanic (Waterloo, NY)

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

CDL Bus Driver (Penn Yan, NY)

- Finger Lakes Transport, LLC is seeking friendly, enthusiastic CDL drivers for our growing operation. We are a leading name for wine tours and special event transportation in the Finger Lakes region. Our fleet of 12-, 18-, and 20-passenger vehicles is constantly on the move providing clean, safe, and reliable transportation to residents and visitors. We are currently seeking candidates for part time employment. Weekend availability is a plus. Responsibilities:
 - Safe operation of passenger carrying commercial motor vehicles in accordance with DOT and NYS regulations and company policies and procedures
 - Providing a great experience to our guests
 - Maintaining cleanliness of assigned vehicle in accordance with company standards
 - Operating tablet computer for dispatch, 2-way radio, point of sale, and mapping applications

Preferred Knowledge, Skills, and Experience:

- Working knowledge of Keuka Lake and Seneca Lake Wine Trail properties
- NYS Article 19-A certification
- At least one-year experience in a passenger transport (or equivalent) role

Minimum Knowledge, Skills, and Experience:

- Current DOT medical exam certificate
- Current Class C (or higher) commercial driver license with passenger (P) endorsement
- High school diploma (or equivalent)

○ Clean driving record that demonstrates a history of safe driving practices
Apply at: 246 E Elm St, Penn Yan, NY 14527.

Workforce Development 9/11/18

CUSTOMER SERVICE/SALES

Wine Sales Associates (Penn Yan, NY)

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

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

Customer Service Representative (Penn Yan, NY)

- Eastview Veterinary Clinic is an energetic, 8+ doctor, mixed animal practice located on Rt. 14 A, about 2 miles north of Penn Yan. We are seeking an enthusiastic and upbeat individual to join our Customer Service Representative Team. Our client oriented practice requires the ability to stand for long periods of time, answer multiple phone lines, use computer software programs and handle cashier duties. The person must be compassionate, empathetic, trustworthy and enjoy being in the company of animals. Must be available to work evenings and Saturdays. If you have these skills, please send your resume and letter of intent to: Eastview Veterinary Clinic, PO Box 237, Penn Yan, NY 14527 or eastview@eastviewveterinaryclinic.com, Attention: Patty Dean, LVT. Workforce Development 10/9/18

Box Office Associate (Geneva, NY)

- The Smith Center for the Arts is in search of an outgoing, enthusiastic team member who has passion for presenting film and live performing arts as well as knowledge of audience services. Position: Box Office Associate. Scope of Work:
 - Provide ticketing services for Smith-presented events and venue rentals in person and via phone
 - Meet and greet the public, answer phones handle a wide range of requests via phone, in person, and e-mail
 - Help the Box Office Manager with office tasks (updating website and databases, for example) as requested
 - Troubleshoot with house management staff as needed
 - Order office and theater maintenance supplies
 - Process daily mail
 - Stock concession area
 - Track all incoming cash and create daily bank deposits
 - Help with miscellaneous tasks as needed

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

Workforce Development 9/24/18

Event Planner/Coordinator (Geneva, NY)

- Three Brothers Wineries and Estates is seeking a highly motivated, hospitality professional to add to our growing company. This full-time hybrid job would focus on coordinating on-site events primarily and serve as a hospitality lead on non-event days. EVENT COORDINATOR JOB DESCRIPTION: The Event Coordinator will be responsible for planning, execution and follow-up for all TBW events. This will include Wine Club Events, Public Events, Marketing Events and Private Events from beginning to completion. Duties & Responsibilities may include the following:
 - Provide impeccable quality customer service
 - Plan and prepare Event Orders, contracts, menus, floor plans and event timelines
 - Execute event timelines/logistics during the event
 - Maintain inventories of event items and order event supplies as needed
 - Brainstorm with Management Team regarding event details
 - Event setup to include overseeing vendors on property (entertainment, lighting, staging, etc)
 - Communicates to key departments regarding timing, deliveries, setup and other pertinent event details

- Maintain and update event information for management team to stay informed
- Process event deposits & client payments
- Open and/or close facility for events, as required
- Maintain complete event file for each individual event
- Email communications with potential event clients and providing the information requested

Skills & Specifications:

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

Salary commensurate with experience. Comprehensive health, 401k and vacation plan. Email resume to erica@3brotherswinery.com.

Workforce Development 9/24/18

Team Member (Penn Yan, NY)

- As a Team Member, it is essential that you be available, flexible, adaptable and service-oriented, as you must be able to fulfill all the following requirements: Maintain regular and predictable attendance. Work scheduled shifts and have the ability to work varied hours, days, nights, weekends and overtime as dictated by business needs. Take the initiative to support selling initiatives (GURA): Greet the Customer, uncover the Customers' needs, recommend products, ask for the sale. Team Members are required to perform a combination of the following duties during 95 percent of their day. Although the mix may vary from one day to another, our business and staffing model makes it essential that every Team Member be able to perform all of the following duties accurately, efficiently and safely on a regular basis and without advance notice: Operate cash register/computer following cash handling procedures as established by Tractor Supply Company, Recovery of merchandise, Participate in mandatory freight process, Complete Plan-o-gram procedures (merchandising, sets, and resets), Assemble merchandise, Perform janitorial duties, Execute price changes/markdowns, Operate Forklift (unless under the age of 18), Operate Cardboard Baler (unless under the age of 18), Assist customers with loading purchases, Complete all documentation associated with any of the above job duties. Team Members also may be required to perform other duties as assigned. No experience required. High school diploma or GED not required but is preferred. Apply at <https://tractorsupply.jobs/jobs/search#/detail/80004> OSOS 10/9/18

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

Multiple Vacancies- OMCS D (Odessa, NY)

- 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 9th 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. All employees must be fingerprinted. The processing fee for fingerprinting is \$99. Dundee Observer 10/3/18

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 Workforce Development 10/9/18

HEALTHCARE/HUMAN SERVICE

CNAs (Penn Yan, NY)

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

Personal Care Aide (Penn Yan, NY)

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

Health and Wellness Associate (Penn Yan, NY)

- The primary purpose of the Wellness Ambassador is to increase customer satisfaction, loyalty and utilization of pharmacy and clinical services by effectively promoting and selling services provided by Rite Aid inside and outside of assigned store. The Wellness Ambassador is also required to perform all tasks in a safe manner consistent with corporate policies and applicable laws. The Wellness Ambassador is responsible for the functions below, in addition to other duties as assigned: Promote pharmacy and clinical services for Rite Aid in support of script growth initiatives; Perform business to business and community outreach activities including immunization outreach, senior citizen center visits, health care provider visits, and fitness center visits; Introduce the customer to the Pharmacist and provide support for the pharmacist as they guide the customers in selecting and making purchasing decisions on products related to their wellbeing (vitamins, OTC, specialty foods etc.); Organize, promote, and facilitate health events for Rite Aid; Support, embrace and implement new initiatives to support wellness and health trends; Utilize specialized knowledge of product categories to provide excellent customer service and promote health and wellness; Engage customers and provide a unique shopping experience utilizing in store technology. All duties described in this document are to be performed in keeping with the core values and service attributes consistent with the Rite Aid brand and strategy. Experience/Requirements: The following qualities are required of the Wellness Ambassador: Minimum age of 18 years old for business travel thru use of personal vehicle or public transportation; Ability to pass drug test; Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated; Ability to effectively promote services; Ability to preserve confidentiality of information; Ability and willingness to move with purpose and a strong sense of urgency; Ability to work weekends on a regular basis; Ability to work extended days on an occasional basis; Ability to work day or evening hours; Accuracy and attention to detail; Ability to organize and prioritize a variety of tasks/projects; Familiarity with industry/technical terms and processes; Ability to work within strict time frames and resolute deadlines; Typing speed of 40 WPM; Proficiency with the Microsoft Office Suite (Word and Internet Explorer). Education: High school diploma or general education degree (GED), plus one (1) year experience in the retail or healthcare industry. Sales and marketing training and/or experienced is preferred; or equivalent combination of education and experience. Apply at: <https://nlx.jobsyn.org/b2f65f2623d5412690f6ffc18ac23329161> OSOS 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. OSOS 10/9/18

Care Manager (Penn Yan, NY)

- Care Manager Position Available in Yates County. Responsible for, but not limited to, providing direct diagnostic evaluative services to clients referred to this Agency by many varied referral sources. To assess the client's primary and secondary diagnosis and, thus, need for further counseling. Supply identified client's direct therapeutic services through individual, conjoint, family and/or group therapy. With self-direction and competence, carry out the Agency's responsibilities to its

clientele. Handle intake and service load with independent judgment using self-initiated consultation in technical problems of diagnostic evaluation in treatment techniques. Participate in community presentations and training programs. Provide counseling to assist clients in the development of appropriate interpersonal, problem-solving and decision-making skills. Job Requirements: Associates Degree in Human Services and behavioral health experience preferred. English/Spanish a plus. Finger Lakes Addictions Counseling and Referral Agency (FLACRA) is a growing, not-for-profit substance abuse treatment provider with decades of experience and multiple program locations throughout the Finger Lakes Region. We are currently expanding services which include outpatient, residential, crisis center, vocational, housing and youth services. For best consideration submit resume and cover letter to: Attn: HR, 28 E. Main Street, Clifton Springs, NY 14432. OSOS 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

Speech and Language Pathologist (Penn Yan, NY)

- Successful candidate must be available to work part time 20-40 hours per week between the hours of 8am and 5pm, Mon-Fri. with adult patients. Summary: Provides physician ordered speech/language therapy services, which include assessment, planning, developing and implementing an individualized patient therapy plan. Coordinates speech/language therapy with the interdisciplinary team care plan. For a full list of responsibilities and requirements and to apply, please visit: <https://nlx.jobsyn.org/bbfcd6d2d5043358dbee64d2f0ed860161> OSOS 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.cccsrochester.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.cccsrochester.org/>. Workforce Development 9/28/18

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

- Full-time, Part-time and Relief/Per Diem Positions Available. PRIMARY FUNCTIONS: Provide support and instruction in activities necessary to promote and maintain independence and self-determination for individuals with intellectual/developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. QUALIFICATIONS: High School Diploma or equivalent. One-year practical experience working with individuals with developmental disabilities preferred. For a list of specific job duties or to apply, please visit <https://www.ccsrochester.org/>.
Workforce Development 9/28/18

Multiple Positions- Pro Action of Steuben and Yates

Temporary Opportunities

- HEAP Processor at Steuben County DSS
- Family Resource Advocate – Temporary, Part-Time
- Temporary Home Energy Assistance Program Clerk

Full Time Opportunities

- Head Start Food Service
- Energy Programs Crew Worker
- Employment Development Specialist
- Clerk-Typist at Steuben County
- WIC Help Specialist
- Home Visitor – Corning Area
- Home Visitor – Yates County
- Lead Teacher for 3-year-olds in Hornell
- Lead Teacher for 3-year-olds in Bath
- WIC Nutritionist
- Infant Teacher: Hornell
- Toddler Teacher: Hornell

Part Time Opportunities:

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

Substitute Opportunities:

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

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

Workforce Development 10/9/18

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

- CNA LTC
- Certified Nurse Aide Training Program
- Clinical Primary Therapist
- Critical Care Tech
- Data Entry/Computer Operator II
- Discharge Planner/Social Worker MSW
- ED Crisis Evaluator
- EMT Basic- Cohocton
- In-patient Counselor
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Mechanic II/Groundskeeper- SSH
- Medic 55 Tech
- Medical Technologist
- Nurse Manager- LTC
- Nutritional Services Aide
- Radiology Tech
- Radiology Tech II
- RN Clinical Leader
- RN Bedside- Med/Surg Acute
- RN Bedside- Unit 1

- Security Officer
- Sonographer
- Tech Clerk

For a more detailed description and to apply for any of the jobs listed above, please visit:

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm

Workforce Development 10/9/18

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

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

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

Workforce Development 10/9/18

HOSPITALITY/RESTAURANT

Managers and Team Members (Penn Yan, NY)

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

Chronicle Express 9/26/18

Driver/Cooks (Penn Yan, NY)

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

Indeed 9/24/18

Team Member (Penn Yan, NY)

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

Qualifications:

Skills

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

Required Competencies

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

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

Indeed 9/24/18

Front Desk Reservationist (Penn Yan, NY)

- Registers guest and assigns rooms utilizing MSI computer systems. Presents options and alternatives to guests and aids in making choices.
- Assists in pre-registration and blocking of rooms for reservations.
- Thoroughly understands and adheres to proper credit, check cashing and cash handling policies and procedures. Verifies the guest payment methods and follows established credit checking procedures.
- Understands room status and room status tracking.
- Knows room locations, types of rooms available and room rates.

- Uses trained selling techniques to sell rooms and to promote other services of the hotel.
- Coordinates room status updates with the housekeeping department by notifying housekeeping lead of all check-outs, late check outs, early check ins, special requests and party day rooms.
- Possesses a working knowledge of the reservation department. Takes same day reservations and future reservations. Knows cancellation procedures.
- Knows how to use front office equipment.
- Processes guest check outs.
- Uses proper telephone etiquette at all times.
- Uses proper mail, package and message handling procedures.
- Attends department meetings as required by Hotel Supervisor.
- Adhere and uphold company policies and procedures as related to safety, employee morale as well as the mission and values of the organization.
- Maintains cleanliness and neatness of front desk area.
- Maintains a professional appearance at all times.
- Understands that business demands may make it necessary to schedule employees from their accustomed shift to other shifts.

Job Qualifications:

- 1-2 years' work experience in a customer service type position, preferably in a hotel or inn.
- Excellent customer service skills. Sales minded. All employees are expected to provide a High Hospitality Standard in Customer Service. Employees are responsible for correcting and reporting all situations that could adversely affect the customer's experience. Examples of this would be picking up garbage, cigarette butts, shoveling up snow from sidewalks, etc.
- Computer knowledge required.
- Ability to work a flexible work schedule necessary to support a 24x7 hospitality industry

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

Food Service Worker (Penn Yan, NY)

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

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/2345bd7526474243b7de15adbc6e6ec4161> 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 10/3/18

Carpenter (Penn Yan, NY)

- L & B Handyman Services is looking for an experienced carpenter with his own tools and transportation. Pay based on work experience. Call 315-536-3756 or 315-870-0068. Chronicle Express 10/3/18

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

Carpentry (Watkins Glen, NY)

- Target Builders of the Watkins Glen area is looking for someone interested in carpentry/home building/remodeling. No experience necessary. You will learn how to: use power tools & nail guns; install vinyl siding & roof shingles; load & unload lumber and all other types of building materials; painting & staining techniques; Just to name a few. This is a full time position, and year round. Hourly wage depends on experience. Work week is Monday through Friday 8:00 AM to 4:30 PM. No tools needed. Must be able to handle physical labor. Must be able to climb ladders and scaffolding. Must be dependable, and have own transportation to different jobsites near Watkins Glen every day. Must be at least 18 years old; willing to learn; Non-tobacco user. Must also be neat in appearance and able to work well with others. Please reply to this posting with your Name, phone number, and experience level. Craigslist post ID: 6698693110 9/15/18

Maintenance/Groundsperson (Geneva, NY)

- The Ramada Geneva Lakefront is looking for an individual with a basic understanding of property maintenance for inside and outside work. Strong work ethic needed. Must be able to lift at least 50 lbs, bend, climb a ladder and work on your feet for extended period of time. This is not a desk job. Compensation based on experience. Call or email with interest. Craigslist post ID: 6698412503 9/15/18

Truck Loader (Middlesex, NY)

- Load trucks at night, your days are free to do your own thing. Dudley Poultry is accepting applications for NIGHT WORK loading trucks. \$13.00/hour plus overtime. 40-50 hours a week in summer, around 40 in winter. Keep in shape. Work away from the hot summer weather. Paid medical, paid vacation, paid personal days, paid holidays, life insurance, and insanely reduced prices (10% off) on all products we sell just for being an employee of Dudley Poultry! Wings, tenders, mozzarella sticks, sausage, bacon, pizza logs, steaks, pork chops, and of course, fresh chicken! Reliable transportation or reliable ride to work, good work ethic and honesty. If you've got that, you might get this job. You can download an application at www.dudleypoultry.com and send it in by email or fax or mail, reply here or apply in person M-F 8-5. Dudley Poultry, 910 Route 245, Middlesex, NY 14507. Craigslist post ID: 6706166313 9/24/18

Package Handler (Geneva, NY)

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

General Contracting (Dundee, NY)

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

Heavy Equipment Operator (Penn Yan, NY)

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

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

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 or drop off in person at Workforce Development, 417 Liberty St. Penn Yan. OSOS 10/9/18

OFFICE WORK/MANAGEMENT

Legal Secretary (Penn Yan, NY)

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

Receptionist (Penn Yan, NY)

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

Indeed 9/10/18

Accounting 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. 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 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

Teller 1 (Penn Yan, NY)

- A Teller 1 works under general supervision performing a variety of duties, as a member of a team, to provide quality customer services. These duties include receiving, paying, keeping accurate records of all monies involved in these transactions, actively listening for customer needs and referring customers to appropriate products based on needs. Ideal candidate with prior cash handling or customer service skills is preferred but not required. Education and training: High School Diploma or GED. Skills: Good communication skills, attention to detail, basic math and computer skills. For more details or to apply, please visit <https://nlx.jobsyn.org/34fb4148b4de46489cdfef1f33d3467c4161> OSOS 10/9/18

Assistant Public Defender (Penn Yan, NY)

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

Workforce Development 9/24/18

Assessor (Jerusalem, NY)

- The Town of Jerusalem is seeking Candidates for the position of Sole Appointed Assessor. Applicants must meet minimum qualifications as set by NYS Rules & Regulations. NYS Certification preferred but not required. The Sole Assessor shall be expected to have the skills and experience to accomplish all of the duties required to satisfy the administrative demands of this office. The Candidates must possess an ability to work alone and be trustworthy. The Town of Jerusalem has 3,361 parcels: consisting of residential, agricultural, lakefront and commercial properties. Salary is negotiable. Based on applicant's credentials. It has not yet been determined if this position will be part time or full time. Applications must be submitted by October 12, 2018 to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527. To apply or for more information go to <https://mycivilservice.yatescounty.org/>, or call (315)536-5112. Workforce Development 9/24/18

SKILLED/MANUFACTURING

Production (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

Production for Mill Work (Hall, NY)

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

Craigslist post ID: 6702072123 9/19/18

HVAC Service Tech (Geneva, NY)

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

Craigslist post ID: 6695155878 9/11/18

Laborer (Penn Yan, NY)

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

Production Worker/Builder (Himrod, NY)

- They are looking for entry level to experienced builders. Competitive wage (\$13.50-15.50 per hour as a pre-bonus training rate) plus production bonuses paid weekly after 90 days of employment. There is also a signing bonus of \$1,000 to be given at 6 months employment. Preferred experience includes:

- Carpentry experience (trim carpentry and finishing experience a PLUS)
- Building/Construction experience

Skills required:

- Clear communication which includes being able to adapt under pressure
- Execution and time management skills
- Must be willing to do what it takes to get the job done
- Reliable and works as a team with others

Job duties also include upholding safety procedures & protocols. Compensation Package is determined by experience and expertise which ALSO includes:

- 10 company paid holidays
- Benefits offerings
- Weekly production bonus (Bonus pool begins 30 days after employment)

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

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

Indeed 9/10/18

Electrician/Electrician Helper (Penn Yan, NY)

- Immediate job opening for electrician or electrician helper. Experience in residential, commercial and industrial wiring installations a plus. Full or Part-time. Please e-mail (mcmichaelectrical@yahoo.com) with description of experience/resume and phone number or call (315) 536-2120. OSOS 10/9/18

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- 1st, 2nd, 3rd shift**
- **Warehouse- Forklift Operator- all shifts**
- **Plant Accountant**

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

Workforce Development 10/9/18

Job Leads for Surrounding Counties

Yates County Job Leads: www.yatescounty.org/wfdjobs

Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

October 2018

September 2018: Yates County Workforce Development Calendar of Events

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HSE: 9am-12pm	2 Monthly Exempt Meeting: 11am	3 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm			
7	8 HSE: 9am-12pm		10 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm			13
14	15 HSE: 9am-12pm Jump Start: 1pm		17 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm			20
21	22 HSE: 9am-12pm		24 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm			27
28	29 HSE: 9am-12pm		31 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm			

***Notes:**

*HSE: High School Equivalency

*Monthly Exemption Meetings: Held every 1st Tuesday of the month at Workforce Development.



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

YATES COUNTY JOB FAIRS 2018

Thursday, October 11th
ENTRY LEVEL POSITIONS

WHERE:

Yates Community Center
463 North Main Street
Penn Yan, NY

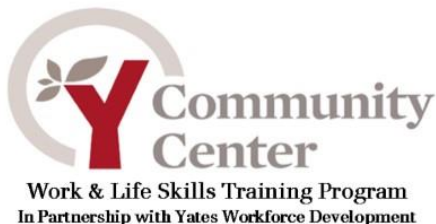
TIME:

11am-1pm

JOB SEEKERS ARE
ENCOURAGED TO

[Register On Eventbrite](#)

FOR ADDITIONAL
INFORMATION FOLLOW
YATES COUNTY
WORKFORCE
DEVELOPMENT ON



A proud partner of the AmericanJobCenter® network

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

How can they get work experience?

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

Where can they find training to become job ready?



What careers and jobs are in demand?

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

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

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

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 or call 315-946-7707

Monday, December 3 through Friday December 7th, 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 or call (315) 789-1771 ext. 117

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

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- LSI Solutions
- Canandaigua National Bank
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- Rochester Regional Health
- Finger Lakes Community College
 - FirstLight
- O’Connell Electric
- Finger Lakes Times



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>