

Visit our website weekly for updated job leads! Updates available by noon on Mondays. www.yatescounty.org/wfdjobs

Yates County Job Leads November 19, 2018

AUTOMOTIVE/DRIVERS

Bus Operators (Penn Yan, NY)

- Yates Transit Services Inc. is seeking Full Time and Substitute Bus Operators. Duties & responsibilities include: driving bus or other revenue service vehicles to transport passengers over specified routes to local points according to a time schedule. Will assist passengers with boarding and alighting the vehicle. Complies with all local and state traffic regulations. Must Penn Yan, NY. For more details go to www.yatestransitservice.com. Dundee Observer 10/24/18

Independent Contractor- Driver (Geneva, NY)

- Clean Class D license required. Work 30-35 hours a week. Must be prompt, courteous and on time every day. Flexible hours for on demand deliveries using your own vehicle. SUV type or Van preferable. Be in good physical shape to lift packages 50-75 lbs at times. Safely load and deliver to customers facilities or job sites. High level of honesty and integrity. Must be a self starter and motivated to work daily and manage self. Maintain a positive attitude and provide excellent customer service. Must be able to solve problems for successful outcomes for self, customer and employer. You will be paid a percentage of each job delivered. Craigslist post id: 6744897418 11/9/18

Driver/Laborer (Geneva, NY)

- This is a full-time position for local delivery with dually pulling 22ft enclosed trailer. The balance of the time is spent working in the warehouse. Heavy lifting is required all day. Benefits available. Hours are Mon-Fri 7:30-4. DOT physical required. Clean license required. Pay depends on experience. Please submit resume. Craigslist post id: 6744650165 11/9/18

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. 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

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. Chronicle Express 11/7/18

Multi-Media Specialist (Penn Yan, NY)

- The Chronicle Express is currently accepting resumes for a Multi-Media Specialist to join our Advertising Sales Team. This enthusiastic, driven, detail oriented individual can educate and sell print and digital services and products to local business owners, help businesses establish marketing plans, and act as a small to medium size business consultant. Those with great communication skills and a love of technology are encouraged to apply. MUST HAVE: Self-motivation, Ambition to succeed, Excellent communication and organizational skills, Strong computer skills, Reliable transportation. Part time with potential to go to full time. Please send resume to CandyScutt@Chronicle-Express.com. Chronicle Express 11/14/18

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

Cashier (Geneva, NY)

- Wegmans Food Markets has an opening for part-time Cashier. As a member of the front-end Customer Service Team, you will make sure customers end their shopping trips with a positive experience. In this role, you'll provide incredible customer service by engaging customers in friendly conversation, carefully bagging items, and accurately completing monetary transactions. For a complete listing visit: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1542636218234&rq=1&fromage=last&vjk=3a61cd5fafb1ce1a> Indeed 11/17/18

Produce Customer Service (Geneva, NY)

- Wegman Food Markets is seeking a part time Produce Customer Service employee. Duties include: Providing incredible service to our customers; Keeping our shelves stocked with fresh products; Taking orders, package product, and help customers locate what they need. Customer service experience, preferably in a food service, grocery or retail setting. <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1542636218234&rq=1&fromage=last&vjk=3d2cdc06585a05bf> Indeed 11/17/18

Purchasing Clerk (Geneva, NY)

- HEP Sales is seeking an individual to perform clerical duties in our corporate Purchasing Department. Responsibilities Include: Completing and processing special orders, Verifying order acknowledgements, Investigating and resolving costing issues, Confirming purchase orders, Vendor file set-up. This person must possess exceptional customer service skills, and have experience with MS Word and Excel. <https://www.indeed.com/jobs?q=purchasing%20clerk&l=Finger%20Lakes%2C%20NY&vjk=e93c251eb7eab27d>. Indeed 11/13/18

Customer Account Representative (Penn Yan, NY)

- Rent-A-Center has an opening for a Customer Account Representative. We're seeking driven individuals capable of managing different accounts while treating each customer as though they were your only one. Of course, you also help ensure customer accounts stay up to date and adhere to company standards. Qualifications: Must be at least 19 years of age, have a high school diploma or GED, have a valid state driver's license and good driving record. For more details visit: <https://www.indeed.com/jobs?q&l=14527&ts=1541516437273&rq=1&fromage=last&vjk=f4e488ec8e109d6a> Indeed 11/8/18

Membership Coordinator (Penn Yan, NY)

- Snap Fitness is seeking an energetic Membership Coordinator to join our team. The right candidate will have a passion for fitness; desire to motivate others, and a fun upbeat attitude. This is an incredible full-time position and an opportunity for you to join one of the fastest growing and most exciting fitness companies in the country! Requirements: Strong communication skills; Ability to manage and motivate team members; Ability to work with clients from all walks of life;

Desire for longevity; Previous sales experience is a plus; Applicant must be a fun and personable team player with a great sense of humor! Must be very coachable. Must be able to instruct others on the Snap Fitness training techniques in order to help clients achieve their fitness goals, For complete details and to apply visit:

<https://www.indeed.com/jobs?l=14527&fromage=7&radius=25&start=10&vjk=56061b520beca962>

Indeed 11/12/18

Cart Retriever (Geneva, NY)

- BJ's Wholesale Club, Inc is seeking seasonal help. Cart Retrievers are responsible for keeping the parking lot areas clear of carts and flatbeds, and club entrance/cart corrals neat, clean and free of debris. Additional responsibilities include but not limited to: Replenishing box bins, assisting members in the parking lot, assisting on the selling floor as needed, handling other responsibilities as assigned. Requirements: Strong interpersonal skills, excellent customer service Bending and lifting, working in indoor and outdoor environments. Must be at least 16 years of age.

<https://www.indeed.com/jobs?q=bj's%20wholesale%20club&l=Finger%20Lakes%2C%20NY&vjk=be94d03317c8e863>

Indeed 11/12/18

Produce Clerk-Seasonal (Geneva, NY)

- Sorts, displays, removes, and replenishes fresh fruits and vegetables in the produce department. Maintains the overall environment of the department by providing assistance to Members through product knowledge and customer service. Ensures that all produce meets or exceeds company quality standards. Qualifications: Work experience in a produce department preferred. Knowledge of fruit and vegetables preferred, including seasonal items. At least 18 years of age. For complete details visit:

<https://www.indeed.com/jobs?q=stock%20clerk&l=Finger%20Lakes%2C%20NY&vjk=9230848198f4d69b>

Indeed 11/2/18

Sales Associate (Penn Yan, NY)

- Dollar General is looking to hire a Sales Associate. The Sales Associate will act as the point of contact for customers, assist in setting and maintaining plan-o-grams and programs, stock merchandise adequately, and perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork while protecting company assets. To see a list of essential functions and qualifications and to apply visit <https://retail-dollargeneral.icims.com/jobs/85782/sales-associate-in-penn-yan%2c-ny/job?hub=12>

OSOS 11/9/18

EDUCATION/SCHOOLS

Full-Time Aide Position (Hammondsport, NY)

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

Dundee Observer 11/7/18

Occupational Therapist (Dundee, NY)

- Dundee Central School has an opening for an Occupational Therapist. New York State Certification required. Salary Range: \$50,000-\$55,000. Starting Date: December 17, 2018 (Anticipated). Interested applicants should submit: Letter of Intent, Resume, References, Placement Folder and Transcript. Applications may be downloaded from website at:

<http://dundeecs.org/staff/applications>. Please respond by November 23, 2018. Correspond with: Kelly Houck, Dundee Central School, 55 Water St, Dundee, NY 14837 (607)-243-5534.

Dundee Observer 11/7/18

School Psychologist (Dundee, NY)

- Dundee Central School has an opening for a School Psychologist. New York State Certification required. Salary Range: \$50,000-\$55,000. Starting Date: January 2, 2019 (Anticipated). Interested applicants should submit: Letter of Intent, Resume, References, Placement Folder and Transcript. Applications may be downloaded from website at:

<http://dundeecs.org/staff/applications>. Please respond by December 7, 2018. Correspond with: Kelly Houck, Dundee Central School, 55 Water St, Dundee, NY 14837 (607)-243-5534.

Dundee Observer 11/7/18

Elementary Long-Term Sub 2019 (Penn Yan, NY)

- Penn Yan Central School District has an opening for a Long-Term Substitute position available from 2/18/19-3/31/19 (tentative dates). Job Qualifications: Elementary Education or Childhood Education Certification. Position Start Date: 02/18/2019; Application Deadline:12/10/2018.
https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bie000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=3afe2d8b4c7c93b1 Indeed 11/15/18

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

Caregivers (Penn Yan and Dundee, NY)

- COMFORT KEEPERS - If you are a person who can be dedicated, reliable, and compassionate to Seniors we would love for you to apply to our posting. Having a computer or access to a computer and a working cell phone are needed for this position. We strive for consistency for our caregivers and clients. We plan your schedule around the availability you give us. We are looking for people who are flexible and have open availability 7 days per week. We need people with all types of availability: days, afternoons and overnights. We are also looking for people who can work WEEKENDS. Whatever you may have for availability we can make it work. We need you! Full or part-time availability being entertained. We offer VERY flexible work schedules within the availability that you give us. Excellent business references required. A national background and driver's license checks will be performed. For more information or to apply, visit this ad on Craigslist.

Craigslist post ID: 6719785388 10/10/18

Personal Care Aide (Geneva, NY)

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

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

Indeed 11/6/18

Nurse Manager (Penn Yan, NY)

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

- Experience with Excel
- Bachelor's level degree preferred
- Bilingual English/Spanish preferred

To apply, please visit:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6f8dee95-d655-4f42-9e85-f06a2818542&cclid=19000101_000001&jobid=151741&lang=en_US&source=FB&fbclid=IwAR1KOGbXExJkWjpGXuGGbHuJoe8KaxqvGRRDq6wllkO9bY9_tPx5IMFQwh4

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

CDPAP Attendant (Penn Yan, NY)

- Complete care plan for disabled client to included but not limited to; Daily ADL's, Range of Motion, transferring using a Hoyer lift, administering meds via G-tube, light cleaning. Please contact Roxann Carpenter at 585-233-3071. Workforce Development 10/9/18

Home Health Attendant (Penn Yan, NY)

- Help needed immediately. Woman with a disability is looking for a reliable attendant in Benton Center. Female attendant preferred. \$10.40 per Hour. Flexible Schedule. No experience necessary. Will be trained by the supervisor. Must be at least 18 yrs. old. Housekeeping, shopping, carry groceries, hauling garbage to the dump, carry vacuum cleaner upstairs etc. 2 to 2.5 hr./wk. Smoker and cats in the home. If interested, please call (315)536-7610 and ask for Jan. Workforce Development 10/9/18

Multiple Positions- Pro Action of Steuben and Yates

Full Time Opportunities

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

Part Time Opportunities:

- Site Coordinator: Senior Nutrition – Bath
- Head Start Family Resource Advocate

Substitute Opportunities:

- Head Start Classroom Substitutes: Hornell & Canisteo-Greenwood
- Head Start Classroom Substitutes: Addison
- Head Start Classroom Substitutes: Wayland
- Head Start Classroom Substitutes – Campbell-Savona

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

Workforce Development 11/16/18

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

- Activities Supervisor - Homestead
- CNA LTC
- Certified Nurse Aide Training Program
- Cook II
- Critical Care Tech

- Discharge Planner/Social Worker MSW
- ED Crisis Evaluator
- EMT Basic- Cohocton
- HR Generalist
- In-patient Counselor
- LPN Med Long Term Care- Bedside
- Mechanic II
- Mechanic II/Grounds Keeper SSH
- Medic 55 Tech
- Medical Technologist
- Radiology Tech
- RN Clinical Leader
- RN Bedside- Emergency Dept.
- RN bedside – In Patient Mental Health
- RN Bedside- Med/Surgical Acute
- RN Bedside- Unit 1
- RN Clinical Leader
- 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

Workforce Development 11/9/18

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

- Direct Support Professional – Monday-Friday Day Hours
- Part Time Receptionist
- Residential Direct Support Professionals @ various locations in Penn Yan & Dundee – Part Time, Full Time \$12.50 & Substitute \$11.00

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

Workforce Development 11/9/18

HOSPITALITY/RESTAURANT

Multiple Positions (Penn Yan, NY)

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

Manager & Team Members (Penn Yan, NY)

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

Chronicle Express 10/31/18

Tasting Room Associate (Dundee, NY)

- Villa Bellangelo's in our Dundee location is now currently taking applications for our fall-winter hours. Job applicant needs to have prior customer service experience. Must be willing to work Friday through Sunday. Wine experience is recommended but not required. Pay rate based on experience. Must have reliable transportation. Please apply online at our website www.bellangelo.com 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

Salad Bar Attendant (Geneva, NY)

- It is the responsibility of the Salad Bar Attendant to prepare food products for the buffet, stock the buffet with quality products, and to maintain the buffet area in a clean and organized condition. Assists Guests with food related questions. Knowledge & Skills: Prefer some restaurant experience. Sufficient written and reading skills. Good verbal skills. Basic math skills. Outgoing personality. 18 or older to work some machinery. For complete details visit:
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&start=10&vjk=244964ab7bb1ef21>
Indeed 11/17/18

Laundry Attendant (Geneva, NY)

- Microtel Inn & Suites has an opening for a Laundry Attendant. Laundry Attendants have access to guestrooms and property, character traits of honesty and trustworthiness are essential to this position. Therefore, associates must pass the appropriate security clearance, per company policy. Experience in similar capacities: lodging, housing, hospitals and care facilities all helpful but not mandatory. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to speak and understand English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. For complete details visit:
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1542636218234&rq=1&fromage=last&vjk=25293fa832142d0d>
Indeed 11/17/18

Laundry Attendant (Geneva, NY)

- Holiday Inn Express is seeking a Laundry Attendant. Laundry Attendants have access to guestrooms and property, character traits of honesty and trustworthiness are essential to this position. Therefore, associates must pass the appropriate security clearance, per company policy. Experience in similar capacities: lodging, housing, hospitals and care facilities all helpful but not mandatory. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to speak and understand English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times.
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1542636218234&rq=1&fromage=last&vjk=413498e31e35e9f3>
Indeed 11/17/18

Front Desk Agent (Penn Yan, NY)

- This position serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. Guest Service Representatives have access to guestrooms and property. Therefore character traits of honesty and trustworthiness are essential to this position. Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory. Summary of essential job functions: Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For a more detailed description visit:
https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bie000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=3c5abc965ed3c56f
Indeed 11/16/18

Breakfast Attendant (Penn Yan, NY)

- Microtel Inn & Suites has an opening for a Breakfast Attendant. Responsibilities include offering prompt and courteous service so the guests have an enjoyable experience. Maintain the cleanliness and guest ready appearance of outlet. Experience in a food and beverage position helpful. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty, and trustworthiness at all times. Competencies will enhance leadership skills in preparation for further promotion, potentially as a Food and Beverage Supervisor or Guest Service Representative. For complete details visit:

https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bi e000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=dd5e86 56b20bfb94

Indeed 11/16/18

Housekeeping (Penn Yan, NY)

- Microtel Inn & Suites has an opening for Housekeeping. Responsibilities include maintaining clean guest and public areas at all times. Providing excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. Supervisors, managers and associates have access to guestrooms and property, character traits of honesty and trustworthiness are essential to this position. Experience in similar capacities: lodging, housing, hospitals, care facilities, supervision of staff, ability to do basic math, all helpful, not mandatory. For a complete listing, please visit:

https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bi e000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=4968bc a9651e3c16

Indeed 11/16/18

Clerk/Cashier (Dundee, NY)

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

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

<https://www.indeed.com/jobs?q=stock%20clerk&l=Finger%20Lakes%2C%20NY&start=10&vjk=0b7b25ff1d976844>

Indeed 11/5/18

Crew Member (Penn Yan, NY)

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

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=495b605676fb4ff0>

Indeed 11/15/18

Crew Closers (Penn Yan, NY)

- Crew Person for closing - Come join our team. Must be available for weekends. You want to be challenged and have fun. We think we can fit you in. For job openings, give us a try. Must be 18 years or older. Starting wage \$11.75 per hour. 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. This job posting contains some general information about what it is like to work in a McDonald's restaurant, but is not a complete job description. People who work in a McDonald's restaurant perform a number of different tasks every day, and this posting does not list all of the essential functions of the job.

https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bi e000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=28bd0 02a63abc3f1

Indeed 11/16/18

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=73be62a1211ccb>

Indeed 11/5/18

Food Service Worker (Penn Yan, NY)

- Prepare food, serve food, take payments from customers, use a cash register, count cash and make change, take and record customer orders, clean and tidy eating areas, clean and tidy service areas, stock service area (with napkins, utensils, and so on). \$11.75/hr. Apply at <http://www.indusyumcareers.com>. OSOS 10/9/18

Dishwasher (Keuka Park, NY)

- Job Description If you have a passion for service and are looking for an opportunity that also provides a great work/life balance, we want to talk with you! We are currently seeking a Full-time Dishwasher whose responsibilities will include: Assist with cleaning the kitchen and maintaining a sanitary work area; Wash dishes, glassware, flatware, pots and/or pans using dishwashers or by hand; Ensure all kitchen work areas, equipment and utensils are clean, professional and in an orderly condition at all times; Place clean dishes, utensils and cooking equipment in proper storage areas; Ensure the workspace meets or exceeds all established sanitation and safety standards. Job Requirements: Previous dishwashing experience preferred; Superior customer service standards; Ability to multitask and work in a fast paced environment; Excellent interpersonal skills for communicating with fellow team members and customers. Benefits: AVI Offers: A great non-peak season opportunity, No weekends, A family culture and atmosphere, Industry competitive benefits package, 401(k) with generous company match, Paid vacations and holidays. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/9d919fa239c44e17bf438f22fd47e105161> Indeed 10/29/18

Cook (Keuka Park, NY)

- We are currently hiring friendly, service-oriented people to join our dining team for the 2018-2019 school year. We are currently seeking a Full-time Cook whose responsibilities will include: 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; Weekend availability. To apply: <https://nlx.jobsyn.org/82090d2791b04b2eaae56694f3bfda06161> OSOS 10/30/18

Dining Supervisor (Keuka Park, NY)

- We are currently seeking a Full-time Dining Supervisor whose responsibilities will include: Oversee front end production; follow opening procedures, including opening and handling cash drawers; comply with all policies and procedures, including but not limited to food and physical safety programs; communicate any issues of concern to management (i.e. customer issues, cleanliness, safety concerns or security concerns); follow all safety requirements at accounts; adhere to grooming and appearance standards; perform any other duties as specified by management. Job Requirements; previous culinary/foodservice experience required; excellent customer service and communication skills, both written and verbal; successful team leadership experience; moving, bending, stooping, lifting and standing on a frequent basis; ability to lift up to 15 pounds frequently; lift up to 30 pounds occasionally; experience with Microsoft Office Suite is necessary; weekend availability. For more details and to apply visit: <https://nlx.jobsyn.org/1f93b722c404410287c6464f4c6ab2b1161>

OSOS 11/9/18

Sous Chef (Keuka Park, NY)

- Job Description: Select and develop menus, recipes and other requests made by the client; listen and effectively respond to the needs of the client; continuously create and oversee new menu options; proactively identify opportunities to nurture client relationships and grow sales; provide outstanding customer service support; ensure that all kitchen equipment is clean and professional in appearance at all times; follow directions and implement instructions from the Executive Chef; pursue and complete directives with limited supervision. Job Requirements: Culinary Degree preferred; 2 years of experience; experience in a high-volume catering environment preferred; ability to build relationships by actively listening and responding to the client's needs; adaptable to changing business conditions; comfortable dealing with fast-paced environments. Benefits: AVI offers a family culture and atmosphere, competitive compensation, health, dental, vision, and life insurance for full-time team member, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities, company-provided uniforms, discount program. We conduct pre-employment drug testing. Apply at: <https://nlx.jobsyn.org/3fc1e5c16cee4c6b8839a6a43f2e931f161> OSOS 10/29/18

LABOR/AGRICULTURAL

Part-Time Cleaner (Geneva, NY)

- Part time cleaning position available. Saturday & Sunday 8:00 AM to 4:00 PM and Monday's 2:00 PM to 10:30 PM. General cleaning of restrooms, office areas and areas within the plant. 24 hours per week. Please send resume or name and phone number to email attached. Good starting pay. Extra shifts available. Craigslis post ID: 6749661067 11/15/18

Custodian-Janitor (Penn Yan, NY)

- Friendly Dodge Chrysler Jeep in Penn Yan, NY is seeking a full time Custodian – Janitor. Must be available to work 6 days per week. Experience is preferred. The qualified candidate will have prior custodial experience, be organized, punctual, hardworking and reliable. Duties will include cleaning the dealership and service department – shop, offices, waiting areas, bathrooms, kitchens, storage, etc. and other projects as the needs arise. Drop ins welcome to apply or submit your resume today! Friendly Dodge Chrysler Jeep, 2499 State Route 14A, Penn Yan, NY 14527.

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&start=10&vjk=eecaf9d71486af83>

Indeed 10/31/18

Cable Installation Technician (Geneva, NY)

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

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&start=10&vjk=153c88c789fe9621>

Indeed 11/8/18

Maintenance Assistant (Branchport, NY)

- Camp Good Days and Special Times is seeking a Maintenance Assistant. Position Purpose: Under the direction of the Property Manager, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp. Essential Job Functions: Maintain camp grounds. Operate necessary grounds care equipment such as weed trimmer, power washer, chain saws, etc., in safe and efficient manner. Be aware and make necessary changes to hazards found on camp grounds. Assist in the upkeep and repair of buildings, equipment and facilities. Make minor repairs as needed. Laying down woodchip, pulling weeds, trimming back bushes, etc. Perform janitorial and general maintenance duties. Sweep, mop, wax floors, wash windows and screens, put up and take down screens. Dispose of trash and waste. Other Job Duties: Perform other duties as assigned. This may include setting up for special events, loading and delivering equipment. Qualifications: (Minimum Qualifications and experience) A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business. Valid and current driving license. To apply, please submit a cover letter and résumé addressed to Camp Director, Caitlyn Bailey. For more details visit:

https://www.indeed.com/viewjob?jk=4b072df5a970048e&l=14527&tk=1crsgiouk3gm3804&from=ja&alid=5be1ab382e7c4576df61cc6d&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1crsgiouk3gm3804

Indeed 11/1/18

Cleaner (Dundee, NY)

- Dundee Central School has an opening for a Cleaner. Full-time, 12 month, second-shift position. Candidates are responsible for routine cleaning duties as well as assisting with room/event set-up and tear-down as required. Must be able to understand and follow oral and written instructions, be able to work in a team environment, be able to read and write and be in good physical condition. Commercial cleaning experience is desired, but not required. All applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department. Application deadline is December 7, 2018. APPLY TO: Yates County Personnel Office, 417 Liberty Street, Penn Yan, NY 14527.

Workforce Development 11/19/18

Yard Worker/Boat Cleaner (Penn Yan, NY)

- Morgan Marine is looking to fill a full time, year-round yard worker position. Duties include cleaning boats, pumping gas, assisting with rental boats, grounds maintenance. Benefits include paid vacation, health insurance and employee discount.

To apply visit www.morganmarine.net

Workforce Development 11/1/18

Maintenance Technician (Penn Yan, NY)

- Maintenance Technicians will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior property maintenance and guest service. Responsible for ensuring all established maintenance procedures and guidelines are followed and maintains consistently high quality maintenance

services. Delivers personalized service that attends to every guest's and owner's need, and meets or exceeds all service standards. For a full job description, please visit <https://fingerlakes.craigslist.org/lab/d/maintenance-echnician/6726629341.html>.

Craigslist post ID: 6726629341 10/18/18

Yard Laborer (Geneva, NY)

- Casella Waste Systems, Inc. has opened a search for a full time Yard Laborer to join our facility located in Geneva, NY. Responsibilities & Duties include cutting up scrap totes, clean totes, paint and wash dumpsters, keep a clean and organized yard, maintain a safe working environment. Education, Experience & Certifications: Proven work commitment record, personal discipline to work in difficult conditions, proven commitment to safety. Qualifications & Skills: Self-directed person, safety first approach, excellent communication and problem solving skills are required. For more information please visit: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&vjk=ad6f276ced84a972> Indeed 11/14/18

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)

- UPS is hiring individuals to work as part-time Package Handlers. Shifts are Sunrise (3:30 AM-9:00 AM); Twilight (5:00 PM-10:00 PM). This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each day and workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Apply at:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=322249eea77b8382> Indeed 11/13/18

Overnight Houseman/Security (Penn Yan, NY)

- This is a full time overnight position. Night Houseman/Security is responsible for the safety and security of guests and employees, their property, and the property of the Hampton by Hilton Penn Yan. Duties will include but are not limited to: Perform property walks and identify areas that need attention, respond to emergency situations such as safety hazards, medical emergencies and criminal activity, enforce hotel policies. Night Houseman/Security is also responsible for trash

collection, sweeping & mopping, and other houseman duties, cleaning & snow removal of sidewalks during winter months. Also, responsible for meeting room set-up and tear-down when needed. Must perform any other duties as required by management to aid in better operation of the hotel.

https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1cs6p52im3cp4801&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=7&vjk=29ea36619df1e139
Indeed 11/12/18

Driver Helper (Penn Yan, NY)

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

OSOS 10/22/18

OFFICE WORK/MANAGEMENT

Office Assistant (Penn Yan, NY)

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

Sales Associate (Dundee, NY)

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

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

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 or drop off in person at Workforce Development, 417 Liberty St. Penn Yan.

Workforce Development 10/26/18

Front Desk Coordinator (Penn Yan, NY)

- North American Dental Group is seeking a Front Desk Coordinator who is passionate about providing industry leading patient care and education. As a growing organization, our commitment to the development of our teams provides opportunities for a rewarding career path. Responsibilities: Greet visitors and patients ensuring a positive first impression; Answer phones, refer patients to the appropriate person or department, register and schedule patients, collect and post payments; prepare estimates, and arrange for billing; Perform insurance verification, eligibility, and counseling to patients and families on their insurance and payment issues prior to dental services being rendered; Maintain electronic records of patient interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken; Balance and close the end of day reports and all other duties as assigned. Qualifications: High school diploma or equivalent, associate's degree preferred; Prior experience in the dental field is desired, customer service experience required; Knowledge of dental software and Microsoft Office products as well as the ability to learn new programs; Ability to work in a fast-paced environment, excellent interpersonal and organizational skills, and attention to detail; Commitment to providing exceptional

service, support, and education to patients.

https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bi000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=762e5a019bd3d95f

Indeed 11/15/18

Member Service Advisor (Geneva, NY)

- Reliant Community Federal Credit Union is seeking a Part-Time Member Service Advisor for our Geneva, NY branch. Our current position is considered Part-Time working up to 29 hours per week with part-time benefits. A complete job description is available at www.reliantcu.com. Please see the Career Opportunities link on our home page.

Indeed 11/14/18

Program Assistant (Geneva, NY)

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

Indeed 11/10/18

Customer Account Representative (Penn Yan, NY)

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

Indeed 11/8/18

Accounting Administrative Assistant (Penn Yan, NY)

- Clinton Crest Manor has an immediate opening for a dependable, detail-oriented and flexible individual that has the ability to work under demanding conditions and prioritize work load. Responsibilities include maintaining all financial records, administering and coordinating various human resources functions such as payroll, benefits, health and safety. 1-3 years' experience is required. Advanced bookkeeping, typing and computer skills are necessary, including QuickBooks. This is a part-time position; Monday-Friday. For more information call 315-536-8800 or email cmanor@rochester.twcbc.com.

OSOS 10/9/18

Association Sr. Administrative Assistant (Penn Yan, NY)

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

professional leaders. Ability and willingness to work with diverse audiences and maintain cultural sensitivity. Ability to meet travel requirements associated with this position. Ability to meet acceptable background check standards. Ability to work flexible hours which may include evenings and/or weekends, as appropriate. For complete details and to apply: <https://nlx.jobsyn.org/b4576440c3d84e018622af392ac8b226161> OSOS 11/4/18

Assistant Store Manager (Penn Yan, NY)

- The Assistant Manager is responsible for assisting management with overall store conditions, in order to maximize guest services and store profitability. The Assistant Store Manager will aid in fostering a coaching environment where employees want to excel, and are recognized for their achievements. The Assistant Managers must be scheduled to work separate shifts/days with the exception of one day a week. He/She will oversee facility operations in the absence of Facility Manager. Cultivate a GUEST in Mind Culture. For more details or to apply, please visit: <https://nlx.jobsyn.org/ef8db4f61955426fa0af2da3311f806e161> OSOS 10/26/18

Customer Service Representative (Penn Yan, NY)

- The primary function of this position is to provide customer service support and order management to ensure customer satisfaction. Responsibilities Related to the Job: Follow all safety rules and use of proper PPE; Represent Ferro in a friendly and professional manner at all times; Proactively manages customer orders to ensure promised delivery dates and expedited order dates are met; Provide accurate, reliable, and timely communication to customers both nationally and globally and internally to sales, marketing, operations and plant personnel; Review POs and resolve discrepancies prior to accepting a PO; Inform customers of prices, shipping dates, delays and any additional information required; Provide effective management of customer price inquiries, complaints, and material returns; Understand tax exemptions and maintain accurate tax exempt files. Responsible for accurate sales tax administration on invoice. Maintain accuracy of system data. Investigate and work to resolve payment discrepancies when requested. Assist Corporate Credit as required to resolve credit issues proactively. Coordinates response and/or responds to customer literature requests for SDS, certifications, etc. Maintains files and provides requested reports to customers and/or the commercial group Work with Quality Lab as necessary for pre-shipment sampling of product orders. Maintain pricing and sales files as required. Follow all business rules and procedures. Create ASNs for PE customers Roper, Leiser, and Whirlpool. Maintain monthly reports for pallet return and bi-monthly billing of pallets not returned. Required Qualifications and Knowledge: Associates degree required. Minimum three (3) years customer service experience. Strong computer skills including, but not limited to Microsoft Word, Excel, Power Point, etc. Proficient knowledge of SAP (or other ERP) system software. To apply, <https://nlx.jobsyn.org/85da4cd00b6b4fbe97b31e516e851843161> OSOS 11/6/18

Business Development Manager (Dresden, NY)

- Overview: The Business Development Manager drives business results by working collaboratively with the President to manage and implement strategies for business growth, and executing the objectives of the company in line with organizational goals for sustaining and growing both profit and revenue. Leads both Inside Sales and Manufacturer Representatives to drive profitable sales expansion and enhances the company's strategic decisions by providing key market intelligence based on interactions with clients, prospects, and other market players. Key Elements: The position reports to the firm's President and will have close contact with the CEO: Complex and technical sales of both systems and consumables Strong business development background. Develops comprehensive business development plans that identify and prioritize the most attractive opportunities to leverage current and emerging company business. North American travel and participation at industry trade shows. Drives acquisitions of new customers. Presenting to and negotiating with Engineers, Engineering Groups, and large OEMs. Establishes quotas and targets for the team while managing team performance. Collaboration with the executive team and field associates. Work closely with Inside Sales and Marketing as well as Manufacturers Representatives. Strategic Agility, Driving Execution, Influencing, Change Management, Presentations. Minimum Requirements: Four Year Degree, Technical Discipline or MBA preferred. 10+ years of proven sales background. Familiarity and success in identifying, courting, and closing technical sales. Understanding of, and experience with working with Distributors. Understanding of, and experience with working with Manufacturer Representatives. Flexible & versatile - we are a small company with a lot of "hands on". To apply, contact the employer by email: ladler@abtex.com OSOS 10/9/18

SKILLED/MANUFACTURING

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

Sorters (Stanley, Geneva, NY)

- Remedy Intelligent Staffing has a sorting position available. 1st shift, 5am - 3pm; \$12/hour. Sorting material for proper disposal. Work 4 days a week and have 3 days off, never work a Sunday. Apply today!
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1542381760804&rq=1&fromage=last&vjk=f6817f6a1f3b1f91>
Indeed 11/16/18

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 or apply directly at 89 Main St, Dresden, NY. Finger Lake Times 10/28/18

Production (Penn Yan, NY)

- Remedy Intelligent Staffing has an overnight, 12 hour, inspecting and packing bottles position. Responsible for general housekeeping, assisting in scrap removal and grinding. Will pull plastic. May be required to operate a punch, load a conveyor or flamer and pack either blank or decorated bottles. Required to tape, label and palatalize boxes. Apply at <https://www.indeed.com/jobs?q&l=14527&ts=1541516437273&rq=1&fromage=last&vjk=d0c7ce58b8c95e50>
Indeed 11/7/18

Shipping Production (Geneva, NY)

- Remedy Intelligent Staffing is looking for shipping and production associates to work in our warehouse and production floor. Duties include prepared material for shipment using a bander, shrink wrapper, scanning gun, etc. Some forklift operation is required. OR machine operation, inspecting, packing, etc. Rotating 12 hour shifts on a biweekly basis, 5am -5pm. Apply Today!
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1542381760804&rq=1&fromage=last&vjk=f6817f6a1f3b1f91>
Indeed 11/16/18

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

KanPak- Multiple Positions (Penn Yan, NY)

- **Packer - Downline- F/T- 1st, 2nd, 3rd shift**
- **Warehouse- Forklift Operator- all shifts**
- **Plant Accountant**
- **Sanitation Associate- Mid & 3rd 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

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 HSE: 9am-12pm	6 Monthly Exempt Meeting: 11am	7 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	8	9	10
11	12 HOLIDAY OFFICE CLOSED	13	14 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	15	16	17
18	19 HSE: 9am-12pm Jump Start: 1pm	20	21 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	22 HOLIDAY OFFICE CLOSED	23 HOLIDAY OFFICE CLOSED	24
25	26 HSE: 9am-12pm	27	28 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	29	30	

***Notes:**

***HSE:** High School Equivalency

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



Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper References Counselors Available for Assistance



CAREER NAVIGATOR

AN INTENSIVE TRAINING PROGRAM FOR JOB SEARCH & SUCCESS

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

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

WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Job Seekers who:

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

ITINERARY:

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

DATES AND LOCATIONS:

Monday, December 3 through Friday December 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!

Sponsored By:

Finger Lakes Workforce Investment Board

Visit us online at: www.fingerlakesworks.com

Equal Opportunity Employer/Program

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