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## Yates County Job Leads February 19, 2019

### AUTOMOTIVE/DRIVERS

#### **Motor Equipment Operator (Penn Yan, NY)**

- Yates County Highway is accepting applications for Motor Equipment Operator (light). This work involves responsibility for the safe and efficient operation of various types of light motor equipment. The work also involves the performance of a variety of unskilled labor tasks. Minimum qualifications include graduation from high school, or possession of a high school equivalency diploma and one (1) year of full time or equivalent part time paid experience in the operation of light road maintenance equipment. Must possess a NYS CDL license, Class B or higher at the time of appointment and must maintain said license in good standing throughout employment in this position. For a complete listing please visit:  
<https://www.yatescounty.org/203/Personnel> Workforce Development 2/12/19

#### **CDL Bus Driver (Penn Yan, NY)**

- Finger Lakes Transport LLC has openings for CDL Bus Drivers. We are currently seeking candidates for part time employment. Weekend availability is a plus. For more information, please visit us on Facebook. Facebook 2/10/19

#### **Newspaper Delivery Contractors (Penn Yan, NY)**

- The Finger Lakes Times is seeking walking route Independent Contractors in the Village of Penn Yan and motor route Independent Contractors to deliver the Sunday Times in the Penn Yan, Branchport, Dundee, Dresden and Himrod areas. Typical hours are from 2AM to 10AM Saturday overnight into Sunday mornings. Must have own transportation. For more details, please contact Jeff Bacon at 315-789-3333 Ext. 230. Chronicle Express 2/13/19

#### **Tire/Lube Technician (Geneva, NY)**

- Mr. Tire Auto Service Center has immediate openings at various locations. These are the services we provide: Engine Diagnostics. A/C system services. Fluid changes. Scheduled maintenance. Maintenance inspections. Brake services. Steering and suspension services. Battery or electrical services. Tune-Ups. Shock and strut replacement. Exhaust system and muffler services. Oil Changes. Qualifications: Just getting started in the automotive field with 0-2 years of automotive background. Must be 18 years of age. Valid driver's license. High school diploma/GED required. A high level of motivation and energy are required. Must be physically able to lift up to 50 pounds. ASE certifications desired. Own a set of tools and/or participate in company's tool purchase program. Flexible schedule to cover store hours, including Saturdays. State Inspection license is a plus! <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=90&vjk=9e0f913e51db62e7> Indeed 2/6/19

#### **Package Delivery Person (Geneva, NY)**

- UPS is accepting applications for part-time Package Delivery Drivers. 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. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills. Some UPS facilities may require the ability to drive a delivery vehicle with a standard (manual) transmission. Qualified applicants must have a valid driver's license issued in the state that they live. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. For complete details go to:  
<https://www.indeed.com/jobs?q=ups&l=Finger%20Lakes%2C%20NY&vjk=7e1612e057bbee0d> Indeed 2/6/19

### **Auto Technician (Penn Yan, NY)**

- Polmanteer Auto Service Center is looking for an experienced full-time auto technician that is proficient in alignments and engine diagnostics. Pay is based on experience, with opportunities to advance. Experience: mechanic: 1 year (Preferred). Skills: Alignment, Mechanic experience, Auto body repair, Driving, Brakes, Welding, Detailing, Diagnostics. For further information visit:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=30f472915d8d8de9> Indeed 1/24/19

### **Shuttle Driver (Keuka Park, NY)**

- The primary responsibility of the shuttle driver will be to transport students to and from destinations for official business, off-campus classes, class trips and recreation and entertainment opportunities. Drivers will also assist with parking shuttles for special events sponsored by Keuka College. Must maintain valid NY State Class C Driver's License with Passenger Endorsement and a New York State medical certificate. Drivers must be a minimum of 21 years of age. For complete details visit: <https://nlx.jobsyn.org/87fa862dcf464de38cb0d0db129a581d161> OSOS 2/10/19

## **CUSTOMER SERVICE/SALES**

### **Customer Service (Penn Yan, NY)**

- Auntie Anne's Pretzels at The Windmill is seeking energetic candidates to refresh our team. The windmill is only open Saturdays and holidays so working every Saturday and holidays is a must. Must be able to do many different positions and great customer service and team working skills are equally important. The Windmill is open from the end of April to the beginning of December. The windmill is open 8-4:30, but hours will vary for each employee. This job is fast paced so working well under stress is an important part of the job. If you feel you meet the requirements above and below, apply within. A couple positions are needed. Job requirements: Great customer service skills; Works good under pressure and with others; The ability to multitask; Must be reliable and on time; Great work ethic and enthusiasm. Part-time, \$11.10 per hour. Experience: Customer Service: 1 year (Preferred). To Apply, send your resume to: [melissasotir@yahoo.com](mailto:melissasotir@yahoo.com) Facebook 2/1/19

### **Assistant Store Manager Trainee (Penn Yan, NY)**

- Walgreen is seeking an Assistant Store Manager Trainee. Under the direction of the store manager, oversees the operation of a Walgreen store. Assumes full management responsibility in the absence of the store manager and assistant store manager. Improves store sales, profitability and image through proper merchandising, protection of store assets, supervising team members in the absence of the store manager, and modeling and delivering a distinctive and delightful customer experience. Completes Drug Store Management training program during specified timeframe. Monitors and analyzes the customer service provided by team members. Offers feedback and coaching. Greets customers and clinic patients, and offers assistance with products and services. Resolves customer complaints and helps respond to customers' special needs. Supervises operation of the store and team members, opening/closing/changing shifts, and task delegation to team members. Supervises the control of the store money including register counts, withdraws from bank, armored car pickups, safe deposits, change orders and oversees all aspects of bookkeeping including ledger, invoices, cash reports and time records. Maintains knowledge of all computer and technology systems and software (e.g. registers, StoreNet, etc. Ensures response to all systems problems by contacting information technology support and seeking solutions. For complete details visit: Web-site: <https://nlx.jobsyn.org/4119d6f4068b45568884d2e6fc650a88161> OSOS 2/12/19

### **Sales and Marketing (Penn Yan, NY)**

- Adecco is looking for motivated candidate with excellent personal skills who can provide great customer service. Working with Sales and Marketing in the Finger Lakes region trying to increase tourism and benefit local businesses. This full-time position pays \$15 an hour. Qualifications: Must be able to travel. Prior sales and marketing experience and a valid NYS driver's license is required. To apply: online <https://www.adeccousa.com/> and search title and location. OSOS 2/11/19

### **TM Receiver (Penn Yan, NY)**

- Tractor Supply Company has an opening for TM Receiver. This position is responsible for maintaining inventory accuracy to keep inventory shortages at or below store goals and maximize stores sales by receiving and shipping freight within a timely manner. The Receiver is responsible for interacting with customers and team members, supporting selling initiatives, and performing assigned tasks, while providing legendary customer service. This position is also responsible for promoting a safe

and productive work environment for all Team Members, customers, and vendors, as well as adhering to Tractor Supply Company safety training and guidelines. Responsibilities: It is essential that you be available, flexible, adaptable, and service-oriented, as you must be able to fulfill all of the following requirements. 1) Maintain regular and predictable attendance. 2) Work scheduled shifts, and have the ability to work varied hours, days, nights, weekends, and overtime as dictated by business needs. 3) Take the initiative to support selling initiatives. 4) This position is required to perform a combination of g duties during 95 percent of their day. Experience: Shipping/receiving experience preferred but not required. Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. Must be 18 years of age or older and possess a valid driver's license. Education: High school diploma or equivalent is preferred, but not required. Regardless of education level, you must be able to read, write, and count accurately. Other knowledge, skills or abilities: Basic computer skills/experience. Basic math skills. Strong interpersonal skills and ability to resolve issues ethically and with minimal conflict. Ability to freely access all areas of the store including selling floor, side lot, stock area and register area. For complete details and to apply, go to: <https://nlx.jobsyn.org/9f936eb1bc6147beb59c85c863c7fe78161> OSOS 2/12/19

#### **Team Leader (Penn Yan, NY)**

- Tractor Supply Company has an opening for Team Leader. This position is responsible for assisting the Store Manager and Assistant Store Manager with the execution of operational, sales, and merchandising objectives by providing outstanding customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as training Team Members on the appropriate application of policies and procedures. Experience: Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. Supervisory experience preferred. Must be at least 18 years of age and possess a valid driver's license. Education: High school diploma or equivalent is preferred, but not required. Regardless of education level, you must be able to read, write, and count accurately. For a complete list of responsibilities and qualifications, please visit: <https://nlx.jobsyn.org/71d270f1efb54551b042649cfc4d76161> OSOS 2/9/19

#### **Customer Service Specialist (Geneva, NY)**

- Pit Stop Convenience Store is looking for a part time Customer Service Specialist. Essential Duties: (not limited to) Consistently provide great customer service. Make decisions and set priorities based on the customer experience. Promote a positive and productive environment with open communication where everyone works as a team. Maintain a family-friendly atmosphere at all times. Create a great first impression by maintaining the exterior appearance. Create a clean and safe shopping environment that is visually appealing. Utilize shift checklists to ensure all tasks are completed on time. Efficiently operate all Point-of-Sale terminals to meet established guidelines. <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=f0e2e2f1fbe4e55a> Indeed 2/7/19

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

- Rite Aid has an opening for an Assistant Store Manager. The primary purposes of this position are to assist the Store Manager with the operation of the retail store, to maximize profit and loss (P&L) performance by executing company policies and procedures, and to provide superior customer service. Responsibilities may include interviewing, hiring, training, directing, rewarding, and disciplining associates; appraising associate performance; and resolving complaints. Experience/ Requirements: The following qualities are required: Ability to pass drug test. Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated. Ability to preserve confidentiality of information. Ability to work weekends and extended days on an occasional basis. Ability to work day or evening hours. At least two (2) years of experience in retail, food service, restaurant or customer service industry, preferably at a supervisor level. Education Two (2) year college degree or equivalent combination of experience/education. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/b168247dda7940b598f63850f4e4b662161> OSOS 2/3/19

#### **Customer Service Associate (Penn Yan, NY)**

- Walgreens has an opening for a Customer Service Associate. Models and delivers a distinctive and delightful customer experience. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Engages customers and patients by greeting them and by offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. For a complete list of qualifications and duties or to apply: contact the employer online: <https://nlx.jobsyn.org/f4fc55a68df34716803bfb6154a6ab3a161> OSOS 1/29/19

### **Stock Clerk (Geneva, NY)**

- BJ's Wholesale Club Food Stock Clerks are responsible for replenishing, rotating and displaying merchandise as assigned and ensures correct signage. Additional responsibilities include but not limited to: General housekeeping duties such as keeping shelves and floors free of cardboard and trash. Requirements: Strong organizational skills. Previous grocery experience preferred. Physical Requirements: Lifting and bending. Working the overnight shift. Pallet jack operation. Minimum Age Requirements: Must be at least 18 years of age. To apply go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=6c6c8b1887460e3b> Indeed 2/9/19

### **Parts/Counter Salesperson (Hall, NY)**

- LandPro Equipment LLC has an opening for a Parts/Counter Salesperson. Responsible for selling, receiving, and delivery of parts and accessories. In addition, performs in-store customer service, overall organizational promotion, and stocking duties. Promotes and sells products and/or services to meet customer needs. Supplies Service Technicians with parts as required. Assists with preparing and maintaining merchandise displays. Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations. Assists in keeping parts department clean and orderly. Follows up on shortages and expedites issues by reporting to the manager. Assists in maintaining all departmental tools, equipment, and vehicles are in good working order. Experience, Education, Skills and Knowledge: Basic data entry/keyboarding skills. Basic parts and machinery knowledge. Ability to use the John Deere Parts Catalog computer application. Ability to work in a team environment. Ability to lift items weighing up to 75 lbs. High School diploma or equivalent experience. Fork lift license preferred. <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=60&vjk=58e5f22f2f30b830> Indeed 2/6/19

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

- Dollar General has an opening for an Assistant Store Manager. Duties and Essential Job Functions: Provide superior customer service leadership; greet and assist customers, and operate cash register and scanner to itemize the customer's purchase. Open and close the store a minimum of two days per week. Assist Store Manager with scheduling employees, providing adequate training for employees, conducting safety meetings, and ensuring employee compliance with company policies and procedures. Follow company work processes to manage merchandise, including receiving, unpacking, stocking, restocking and rotating merchandise on shelves and building merchandise displays. Assist in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls. Assist in implementation and maintenance of planograms; ensure merchandise is presented according to established practices and Store Manager direction. Assist in ensuring financial integrity of the store through strict cashier accountability, key control, adherences to company security practices and cash control procedures; authorize and sign for refunds and overrides, count register tills, and deposit money in bank. + Assist with management of the store in the Store Manager's absence. Work Experience and /or Education: High school diploma or equivalent strongly preferred. One year of experience in a retail environment and six months supervisory experience preferred. For complete details and to apply go to: <https://nlx.jobsyn.org/59fae61a5fbe49658e3a126c3388c80b161> OSOS 2/2/19

### **Lead Sales Associate (Dundee, NY)**

- Dollar General is seeking a Lead Sales Associate. General Summary: Function as a Cashier and/or Stocker and act in a lead capacity in the absence of the Store Manager or Assistant Store Manager. Assist in setting and maintaining plan-o-grams and programs. Provide exemplary customer service. Perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets and reducing losses. For complete details please visit: Website: <https://nlx.jobsyn.org/ef154979d28142f690b0345c494d69e0161> OSOS 2/2/19

### **Sales Associate (Penn Yan, NY)**

- Dollar General has an opening for Sales Associate. The Sales Associate acts as a point of contact for our customers. The duties of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to maximize store profitability and customer satisfaction while protecting company assets. For complete details and to apply go to: Website: <https://nlx.jobsyn.org/9ff323bb45204b63a03ec45189006b5c161> OSOS 2/2/19

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

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Manager to maximize store profitability and customer satisfaction while protecting company assets. For complete details and to apply go to: Website: <https://nlx.jobsyn.org/3e273ae44f9e4cf7a94b9adb883dae29161> OSOS 2/2/19

#### **Cashier/Clerk (Geneva, NY)**

- Rite Aid, now a Walgreens, has an opening for a Cashier/Clerk. The primary purpose of this position is to provide excellent customer service to people shopping in Rite Aid stores. The incumbent is required to perform all tasks in a safe manner consistent with corporate policies and state and federal laws. Ability to pass drug test. Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated. 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 day, evening, or night shift(s). Accuracy and attention to detail. Ability to organize and prioritize a variety of tasks/projects. No prior experience or training is required. For complete details go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=118270e382449367> Indeed 2/5/19

#### **Outside Sales Representative (Geneva, NY)**

- Spectrum has an opening for an Outside Sales Representative. The minimum requirements for Outside Sales Rep are: Willingness to work flexible hours, including evenings; Valid driver's license, car insurance, a satisfactory driving record, and use of a reliable personal vehicle; Motivation to sell door-to-door in residential areas. Ability to work outdoors in all adverse weather conditions. Engaging interpersonal skills. For more information go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=039e7c58e118b28e> Indeed 2/1/19

#### **Member Service Team Member (Geneva, NY)**

- BJ's Wholesale Club is seeking Member Services Team Members. They are responsible for assisting members at the membership and service desk areas with courtesy and friendly customer service. Additional responsibilities include but not limited to: Handling merchandise returns, exchanges and merchandise pick-ups. Responding to member inquiries and addressing issues. Processing membership applications and renewals. Maintaining membership files. Requirements: Strong interpersonal skills, basic math skills, an attention to detail and the ability to handle multiple tasks required. Prior front-end experience helpful. Minimum Age Requirements: Must be at least 16 years of age. [https://careers.bjs.com/job/Geneva-Member-Services-Team-Member-Job-NY-14456/506510900/?feedId=223100&utm\\_source=Indeed&utm\\_campaign=BJs\\_Indeed](https://careers.bjs.com/job/Geneva-Member-Services-Team-Member-Job-NY-14456/506510900/?feedId=223100&utm_source=Indeed&utm_campaign=BJs_Indeed) Indeed 1/29/19

#### **Store Manager (Penn Yan, NY)**

- Byrne Dairy is seeking a Store Manager. As a Store Manager, it will be up to you to create and build upon a positive and family-oriented culture and a profitable retail business environment, with the overall goal of helping us to continue to grow a successful organization. From overseeing financials and employee development to ensuring that the store is kept clean, you will take a direct and active role in all aspects of the day-to-day operations of your assigned store. Specific Qualifications: Basic computer and internet proficiency. High School Diploma, Associate degree preferred. Minimum 2 years retail management experience. Experience preparing and administering performance management and a progressive discipline process, a plus. Ability to plan and achieve long and short-term goals. Strong leadership abilities with proficiency in the coaching and development of employees. For complete details visit: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548447691986&rs=1&fromage=last&vjk=b1b88cc960f71820> Indeed 1/25/19

#### **Overnight Merchandising Manager (Geneva, NY)**

- BJ's Wholesale Club is seeking an Overnight Merchandising Manager. Job Summary: Responsible for club merchandising, ensuring merchandise is available for sale in proper quantities throughout the store, delivering a positive service experience to members, overseeing and directing the work of merchandise department team members, and acting as a key holder for the store and as the manager on duty. Qualifications: Valid Driver's License required. Forklift operator required. At least 18 years of age. Must successfully complete required training and certification processes. Must demonstrate leadership capabilities, including supervising cross-functional teams, training team members, and driving and communicating results. Prior forklift operating and merchandising experience preferred, but not required. High school diploma, college degree, and/or big box wholesale, retail, grocery and/or management experience is preferred. Open shift availability required. Environmental Job Conditions: Most of the time is spent standing and moving about continuously on hard surfaces. Frequent need to position oneself to examine and/or scan merchandise, as well as to bend, climb, crawl, kneel, push, pull, reach, move side to side, stoop, and climb ladders/step stools. Requires use of a pallet jack to pull and push pallets. Requires operating a forklift. Frequently requires lifting objects up to 30 pounds. May require lifting and moving heavy and/or

awkward objects more than 30 pounds with assistance. Usually perform job in a comfortable environment surrounded by moving machinery and/or loud equipment that may require shouting, in order to be heard. Occasional exposure to temperature extremes in freezer or cooler units. There may be occasional exposure to company approved chemicals and cleaning agents. For complete details and to apply, please visit:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=99f6d5a2b8e892f4>

Indeed 1/24/19

#### **Sales Associate (Penn Yan, NY)**

- 7 Eleven is looking for a Sales Associate. The Sales Associate is a key employee whose actions have a direct effect on the store quality for our guests, in addition to ensuring profitability of our stores. This position is responsible for providing prompt, efficient, effective, safe and courteous quality services to the guest. Must be at least 18 years or older to apply. High School diploma or GED is preferred. Previous sales experience is preferred. Must be committed to work assigned hours and/or adjust work schedule as requested by manager. Must be able to work flexible hours (nights, weekends, and holidays.) Stores operate 24 hours a day, 7 days a week. For a complete list of duties, responsibilities and to apply go to:

<https://storecareers-7-eleven.icims.com/jobs/32991/sales-associate/job?hub=15&mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1420&height=500&bga=true&needsRdirect=false&jan1offset=-300&jun1offset=-240>

Indeed 1/23/19

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

- Ashley Homestore is looking for a friendly, upbeat, part time sales associate. Our new associate should have good listening skills, be detail oriented, and possess the desire to achieve and make our customers' homes beautiful. We are a fast paced, ever changing company that is nationally affiliated and locally owned. You will be required to work a flexible schedule involving days, some evenings until 8 and some weekends. Please Email your resume. Craigslist post id: 6812070162 2/5/19

#### **Retail Management Trainees (Geneva, NY)**

- Valu Home Centers is seeking Retail Management Trainees. At Valu Home Centers, our Retail Management Trainees become leaders of our store teams, DIY enthusiasts, and champions of the communities that we serve. Unlike other retail management positions where you're stuck in an office pouring over daily reports, you'll be on the floor and on the front lines directly interacting with our customers. Our competitive benefits package, paid leadership training opportunities, and emphasis on work/life balance are the perfect compliments to your career development. Apply in person at our Geneva, NY location: Tops Plaza 361 Hamilton St. Geneva, NY 14456 or online at <http://valuhomecenters.com/join-our-team>.

Craigslist post id: 6808937620 2/1/19

## **EDUCATION/SCHOOLS**

#### **Early Childhood Assistant (Penn Yan, NY)**

- Child and Family Resources has an opening for an Early Childhood Assistant for a small drop-in care program serving up to 6 children maximum. Assist the EC Educator to implement program that provides a warm, safe, nurturing and loving environment that meets the physical, emotional, intellectual, and social needs of the individual child and the group including infants (6 weeks) through school-age children (12 years) using NAEYC guidelines. Carry out appropriate and positive discipline as per agency policy & procedures. Engaging and interacting in children's activities, preparation of activity materials, and prepare an environment that is clean, appealing and age appropriate. Engage in parent interaction supportive of family needs and child growth. High School diploma required. 1 year minimum experience required. To apply, contact the employer by mail, by email, or on-line. Child & Family Resources, Attn: Heather, 263 Lake St., Penn Yan, NY 14527. Email: [heather.fiero@cfresources.org](mailto:heather.fiero@cfresources.org). Website: <https://nlx.jobsyn.org/9acc00d625f945a39bc15f1ebf015596161> OSOS 1/25/19

#### **Direct Support Professional (Geneva, NY)**

- Lochland School, Inc. is accepting applications for Direct Support Professionals (DSP). Direct Support Professionals (DSPs) provide support in a variety of settings to ensure residents well-being, promote independence, and develop skills. Job Description: Assist Developmentally Disabled adults with activities of daily living, dressing, bathing, grooming, meal preparation and transportation to various activities in the community. Candidates must possess a high school diploma or GED, a valid NYS Driver's License, reliable transportation, and the ability to complete agency provided training. Rate of pay \$11.51 per hour. Wednesday-Sunday. Shifts may vary. You may go to our web site:

<https://protect2.fireeye.com/url?k=e75d6008-bb786c6b-e75f993d-0cc47aa88e08-496780b1e48077c7&u=http://www.lochlandinc.org/>; Email Julie at [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org).; Telephone: 315-789-5208

Craigslist post id: 6818264798 2/13/19

### Multiple Positions- Keuka College (Keuka Park, NY)

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit [https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query\\_v0\\_posted\\_at\\_date=&481%5B%5D=2&commit=Search](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search) Workforce Development 2/14/19

## **HEALTHCARE/HUMAN SERVICE**

### Treatment Plan Coordinator (Penn Yan, NY)

- North American Dental Group is seeking a Treatment Plan Coordinator who is passionate about providing industry leading patient care and education. Responsibilities - Greet and check in patients creating a great first impression of our practice. Answer phones to schedule patients, answer inquiries, and help resolve any issue. Conduct consultations to educate patients on their treatment plans, discuss financial options, answer any questions, and move forward with treatment. Follow up to ensure patients are scheduled, their insurance is verified, and payments are collected. Qualifications - High School Diploma or equivalent. Minimum of two (2) years' experience in a dental, healthcare, or fast-paced service environment. Experience with scheduling or verifying insurance in a dental or medical industry preferred. 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 possessing excellent interpersonal and organizational skills establishing positive relationships. Commitment to providing exceptional service, support, and education to patients. To apply go to: <https://careers-nadentalgroup.icims.com/jobs/3652/treatment-plan-coordinator/job?mode=job&iis=Job+Board&iisn=Indeed&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240> Indeed 1/24/19

### Direct Support Professional (Geneva, NY)

- Catholic Charities has 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 of practical experience working with individuals with developmental disabilities preferred. To apply, contact the employer online at Web-site: <https://www.ccsrochester.org/> OSOS 1/29/19

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

#### Full Time Opportunities

- Home Visitor Positions – Resilient Children and Families
- Receptionist Positions
- Energy Programs Construction Laborer
- Energy Programs Crew Supervisor
- Head Start Resource Advocate – Avoca & Campbell-Savona
- Employment Development Specialist
- Head Start Home Visitor – Yates County
- Head Start Home Visitor – Hornell
- Home Visitor – Yates County
- Lead Teacher for 3-year-olds in Hornell
- Infant Teacher: Hornell
- Toddler Teacher: Hornell

#### Part Time Opportunities:

- Head Start Family Resource Advocate
- Senior Service America Program Employment Opportunities

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

Workforce Development 2/19/19

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

- Activities Director - Homestead
- Activities Aide II – NBU - The Homestead
- BioMed Tech II
- CNA LTC
- Clinical Primary Therapist
- EMT Basic
- ED Crisis Evaluator
- EMT Basic- Cohocton
- Housekeeping Aide Laundry SSH
- Information System Manager
- LPN Med Long Term Care - Bedside
- LPN Meds Acute - Bedside
- Mechanic II
- Medic 55 Tech
- Medical Technologist
- Pharmacy Tech II
- Radiology Tech
- RN Clinical Leader
- RN Bedside - Emergency Dept.
- RN Bedside - Med/Surgical Acute
- RN Clinical Leader
- RN Long Term Care Clinical Leader- The Homestead
- Security Officer
- Social Worker 1 (BSW)

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

[https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp\\_job\\_categories.cfm](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm)

Workforce Development 2/19/19

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

- Direct Support Professionals – Days Full time \$11.10 - \$12.50 per hour
- Education Associate – DRIVE Program at Keuka College \$11.10 per hour
- Janitorial Crew Supervisor - \$14.00 per hour
- Residential Direct Support Professional - Evenings & Weekends in Penn Yan & Dundee \$12.50 per hour
- Registered Nurse – \$52,000-\$55,000
- Substitute Direct Support Professionals for all programs \$11.10 per hour

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

Workforce Development 2/19/19

**HOSPITALITY/RESTAURANT**

**Kitchen Help (Himrod, NY)**

- The Himrod Eagle Restaurant is currently looking for dishwashers, cooks and front of house help. If interested, please stop by at 3622 Lakemont Himrod Rd. Himrod, NY. Facebook 2/8/19

**Chef/Cook (Keuka Lake, NY)**

- We are looking for candidates to join our culinary staff. Summer Internships and full-time positions available. We are hiring Chefs/Cooks and Prep Cooks. We are also looking for an individual who can be in charge of our kitchen; ordering, inventory, food and labor percentages, menu ideas and overseeing all kitchen staff, someone who has leadership qualities and can take control while still maintaining a healthy relationship with co-workers. Our applicant must have a strong desire to work hard and to the best of their ability. They must take pride in their work and always strive for the best. We are an extremely fast-



paced and very busy restaurant. Experience in the business is not necessary as long as you have a willingness to learn and know all the basics. You will learn all areas of our kitchen: grill, sautee, fry and prep. Teamwork is a must. We consider our employees as part of one big family. You will be expected to work weekends and nights. Salary is negotiable and is based on position and experience. Craigslist post id: 6822122733 2/18/19

#### **Room Attendant (Geneva, NY)**

- Ramada Geneva Lakefront has an opening for Room Attendant. Will be responsible for keeping guest rooms clean. Provide clean linens and beddings, vacuum and remove trash. Clean public space if needed. Craigslist post id: 6820368314 2/15/19

#### **Bussers, Dishwashers, Food Runners (Geneva, NY)**

- Ports Café has openings for Bussers, Dishwashers and Food Runners. We are very flexible with scheduling and offer very competitive wages plus tips. Operating hours are Tue-Sat starting at 4:00pm. Closed Sun-Mon. Part time positions for applicants age 15 or older. Apply in person or complete our on-line application at: <https://4gt.wufoo.com/forms/ports-cafe-employment-application/> Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. 315-789-2020. Craigslist post id: 6806857751 1/29/19

#### **Line Chef (Geneva, NY)**

- Ports Café has openings for Line Chefs, pastry and/or salads. This is a full-time position offering competitive pay and time and half for overtime. Also paid vacation and holidays, bonus, and retirement plan. Candidates at all experience levels will be considered. Offering- full time and part time line positions (Tue-Sat, 1pm-10pm), dinner service. Learn about us at our website [portscafe.com](http://portscafe.com). Please complete our on-line application at: <https://4gt.wufoo.com/forms/ports-cafe-employment-application/> Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. 315-789-2020. Craigslist post id: 6807081583 1/29/19

#### **Crew Member (Penn Yan, NY)**

- McDonald's has openings for Day Crew Members. Must be 16 years or older. Open availability a plus. Must be available for weekends. Starting wage \$12.75 per hour. 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 Member, 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. Apply at: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=495b605676fb4ff0> Indeed 2/14/19

#### **Crew Closers (Penn Yan, NY)**

- McDonald's has openings for Crew Closers. Must be 18 years of older. Must be available for weekends. Starting wage \$12.75 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. [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=28bd002a63abc3f1](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=28bd002a63abc3f1) Indeed 2/14/19

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

- AVI Foods is now 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. Exceptional starting pay up to \$14.00 an hour (BOE). To apply, contact the employer online: Web-site: <https://nlx.jobsyn.org/d893bede9f694e429146d4916880b2cd161> OSOS 1/26/19

#### **General Manager (Penn Yan, NY)**

- Pizza Hut has an opening for General Manager. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You have at least 2

years of leadership experience in the restaurant, hospitality or retail industry with responsibility for financial results. You're all about creating a great place to work for your team. You want to make your customer's day and it shows in the way you are maniacal about serving amazing pizza with a great big smile. You must be at least 18 years old with a valid driver's license, reliable transportation (not public transportation - you may need to drive to make deposits for the restaurant sometimes) and a true desire to learn and grow. To apply, contact the employer online: Website:

<https://nlx.jobsyn.org/19a8b2ffe0c545ec9446a1204529819a161>

OSOS 2/2/19

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

- Pizza Hut has an opening for a server. Requirements: You must be a fun and friendly person who values customers and takes absolute pride in everything you do; cope well under pressure and thrive on a challenge; have a positive attitude and understand the need to be on time, all the time. You must be at least 16 years old. To apply, contact the employer online:

Website: <https://nlx.jobsyn.org/b73e7e4de2524356b6c9b89dbb7dd0ce161>

OSOS 2/2/19

#### **Shift Manager (Penn Yan, NY)**

- We have a great culture at Pizza Hut and look for people with a similar mindset. You're the honest, energetic and approachable type; able to get along and communicate easily with people at all levels. You're never short of a smile and take real pride in your work; cope well under pressure and thrive on a challenge. A natural leader, you sincerely value customers and champion teamwork. You're all about teaching new things and motivating the team to work together. You set high standards for yourself and the people you work with - you love keeping things clean, safe and fun for the team and the customers. You must be at least 18 years old with a valid driver's license and reliable transportation. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/589c935b0ffc413fbc0d41d073770004161>

OSOS 2/2/19

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

- Pizza Hut has an opening for a Driver. Requirements: A clean driving record. Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle. Must have a friendly demeanor and keen sense of direction. Our delivery drivers need to be at least 18 years old. You will also need some basic math skills. To apply, contact the employer online:

Website: <https://nlx.jobsyn.org/e3b2ef6a1f9841c0a390c8db959ea0e8161>

OSOS 2/2/19

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

- Pizza Hut has an opening in Production. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You're a fun and friendly person who values customers and takes absolute pride in everything you do. Communication skills are key - you're not going to be able to text message customers back and forth. In other words, you should be comfortable talking to strangers. You've got a positive attitude and understand the need to be on time, all the time. With loads of energy, you understand that work is easier - and more fun - with some teamwork. And you're at least 16 years old. Keep in mind, this is just basic information. You'll find out more after you apply. To apply, contact the employer online:

Website: <https://nlx.jobsyn.org/f73ecb4efe31420f90aca87658980ef7161>

OSOS 2/2/19

## **LABOR/AGRICULTURAL**

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

- Ribbles Septic Service has a full-time position available for a general laborer. All applicants must have a valid driver's license. CDL is a plus. Expected hours of work are from 8am-5pm. Pay based on experience. Please provide your resume to [ribblesseptic@yahoo.com](mailto:ribblesseptic@yahoo.com) or feel free to stop in the office for an application at 259.5 Lake Street, Penn Yan, NY.

Workforce Development 2/14/19

#### **General Laborer (Hall, NY)**

- Blowers Agra Service has a full time opening for a General Laborer. Responsibilities: Operation/Maintenance of Fertilizer Blending Equipment. Load outbound shipments and unload inbound shipments. Operation of Pay loader/Forklift. Basic maintenance and repairs of equipment, variety of daily tasks. Skills: Hard worker, knowledgeable, self-motivated, team player, professional communication skills. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=4108fad0ae125939>

Indeed 2/5/19

### **Housekeeping-Janitorial (Penn Yan, NY)**

- Connect-a-Service has an opening for Housekeeping-Janitorial. Must be able to work well with others also independently when needed. Driver's license and own vehicle preferred. Varying hours and a variety of assignments. Hourly rate based on experience. Call for an application and an appointment. 315-536-4733 Facebook 2/13/19

### **Cleaner (Geneva, NY)**

- Part time house cleaner required for a busy all year open, Vacation Rental Resort Complex. Located in Geneva New York. Hours generally from 10am until 3pm on days of change over including Sundays (which are particularly busy) We require somebody who is diligent, pays special attention to detail and who take pride in the standard of cleanliness. Spring, summer and fall are our busiest periods for rentals but we also have winter guests that reserve one of our ten properties located on the same site overlooking Seneca Lake, just five miles South of the City of Geneva, off route 14 (S) heading towards Watkins Glen. Craigslist post id: 6814688616 2/8/19

### **Cleaner (Geneva, NY)**

- Cleaning company looking for a FT Sunday-Thursday, 10:00 PM-6:30 AM cleaner. 40 hours per week, good starting pay and OT available at times. General cleaning of offices, break rooms, conference rooms, restrooms and locker rooms. Must be flexible and reliable. Please send name and number to email or submit resume. Craigslist post id: 6812213213 2/5/19

### **Janitorial (Geneva, NY)**

- Global Industrial Services has an opening for a Cleaner. This is a part time evening position. The responsibilities include cleaning all common areas, bathrooms, offices hallways, and other areas required. This is perfect for the person looking to supplement your income. Experience is not necessary but helpful. We are willing to train the right person. Transportation is a must. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=211e92c8c7df63f2> Indeed 1/24/19

## **OFFICE WORK/MANAGEMENT**

### **Office Assistant (Geneva, NY)**

- Universal Appliance in downtown Geneva is currently accepting applications and resumes for a full time Office Assistant. Duties would include but not limited to data entry, service scheduling, light retail sales, some accounts payable/receivable, maintaining office and storefront appearance, inventory and answering phones. Qualified candidate must have good customer service skills, good typing skills and knowledge of various computer functions (Quickbooks a plus), combined with a willingness to learn. Must be able to work under limited supervision. Familiarity with Geneva and surrounding towns would be very helpful. Ability to multi-task and work in a fast-paced environment is a must for success with this position. If you feel that you are a good candidate please reply with resume or to request an application. Hours are Monday-Friday, 8am-5pm and every other Saturday from 9-1. Pay is negotiable based on experience. Craigslist post id: 6813944241 2/7/19

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

- Document Reprocessors of New York has 5 openings for Technician. Basic Requirements- Microsoft Office and familiarity of computer navigation. Must be detail orientated, organized and dependable. Reference Check. M-F 8-4:30. Must be able to lift 50 lbs. and work full 8-hour days. Minimum Experience Required: 1 year. To apply, contact the employer in person, or by telephone: Ron Davis, 26 Powell Lane, Penn Yan, NY 14527. Phone: Davis, Ron (585) 554-4500. OSOS 2/14/19

### **Customer Service Representative (Penn Yan, NY)**

- Ferro Corporation is seeking a Customer Service Representative. The primary function of this position is to provide customer service support and order management to ensure customer satisfaction. Required Qualifications: 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. Competencies: Excellent verbal and written communication skills. Strong organizational skills with ability to manage deadlines and prioritize workload. Ability to effectively perform in a fast paced environment. For a complete list of responsibilities and to apply go to: <https://nlx.jobsyn.org/287f41bd8c7145e2a6bb3e10d04606d7161> OSOS 2/7/19

### **Human Resources Coordinator (Keuka Park, NY)**

- Keuka College is seeking a Human Resource Coordinator. This is a full-time, 40 hours per week position. The Human Resources Coordinator will be responsible for providing administrative and operational support to the Office of Human Resources. This entails assisting with any inquiries and issues involving day-to-day human resource transactions including the employee life-cycle, data security and accuracy, and employee files and HR records maintenance. The Coordinator will work closely with the generalists and will respond to all inquiries in a timely manner and exemplify the customer service values and standards representative of the Department of Human Resources. The ideal candidate will be a skilled, motivated, self-starter who understands the importance of handling sensitive confidential information and derives success from a collaborative approach and work style. Minimum Qualifications: Associates Degree preferred. In lieu of a degree, an equivalent combination of education and experience may be considered. For complete details and to apply go to: <https://nlx.jobsyn.org/00a00a29a6e44554a43fa3ea693dea17161> OSOS 1/30/19

### **Secretary/Bookkeeper (Penn Yan, NY)**

- Long's Cards & Books is looking for a reliable, motivated, hardworking individual for a part time position with the option and/or potential for full time. Candidate should be knowledgeable with business accounting, invoicing, accounts payable, banking deposits, etc. Experience with Peachtree and POS systems is preferred. Ideal applicant will have excellent customer service skills and retail experience. Responsibilities may also include merchandise inventory, buying, product display, assisting customers, and various retail duties. Long's is a well established business in a wonderful small town in the heart of the beautiful Finger Lakes Region of western New York State. We serve a large base of year-round and seasonal customers, small businesses and corporate clients. To apply, contact the employer in person: Gloria Long, 115 Main Street, Penn Yan, NY 14527 OSOS 2/11/19

### **Teller (Geneva, NY)**

- Community Bank Systems has an opening for a part time Teller. A Teller is usually the first point of contact for Bank patrons; therefore, they must create and deliver a positive customer experience while providing a variety of services involving the receipt and payment of all monies. This position requires an individual with a positive attitude, who is a team player, and is able to actively listen for customer financial needs and refer them to the appropriate bank product or bank representative. 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 a complete list of responsibilities and requirements, please go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=0ef06a26de7039f8> Indeed 2/9/19

### **Teller (Geneva, NY)**

- Lyons National Bank is seeking a Teller. The Teller is responsible for providing quality customer service while performing a variety of duties to support the paying and receiving function of the branch office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information and referring where appropriate. For a complete list of duties, qualifications and to apply go to: [https://www.appone.com/maininforeq.asp?Ad=455819&R\\_ID=2316495&Refer=&B\\_ID=91](https://www.appone.com/maininforeq.asp?Ad=455819&R_ID=2316495&Refer=&B_ID=91) Indeed 1/30/19

## **SKILLED/MANUFACTURING**

### **Maintenance Technician (Penn Yan, NY)**

- Belhurst Castle is accepting applications for a full-time Maintenance Technician. We are currently seeking reliable and driven candidates. Interested individuals must be willing to work flexible hours during the week and weekend hours as necessary. Responsibilities include but are not limited to: Complete all maintenance requests in a timely and professional manner. Inspect grounds and property daily to ensure Belhurst is kept clean and safe. Assist in any painting, intermediate plumbing, intermediate electrical, general carpentry, cleaning, lawn mowing and maintenance of the property. Report any maintenance related issues to the Belhurst Maintenance Manager immediately. Contact us today.

Craigslist post id: 6810573038 2/3/19

### **Cable Installation Technician (Geneva, NY)**

- Broadband Express, LLC is seeking Cable Installation Technicians. While no experience is necessary, paid training is provided. Upon completion of training program, Technicians will work independently within the community providing exceptional customer service. Earning potential can be between \$600 to \$1,000 a week based on productivity efficiency. 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 3-28 feet. Walking & sitting/kneeling & crouching. For more details and to apply please visit:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=50&vjk=bff94c1bbeda0ba8>

Indeed 2/8/19

#### Flooring Installer (Penn Yan, NY)

- Cole's Furniture and Floor Fashions is looking for a professional floor covering installer for all types of flooring installations. Must have experience in vinyl and carpet installations. This is a contract position paying per square foot or yard of installation. Areas of work include: Yates, Ontario, Schuyler, and Steuben Counties.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1548260861054&rs=1&fromage=last&vjk=0a714323fb8c8590>

Indeed 1/24/19

#### Fork Lift Operator (Geneva, NY)

- Seneca Foods has an opening for a Forklift Operator. Operate powered industrial trucks to load and unload materials and deliveries to the plant. Move product and supplies to and from storage areas, machines and loading docks, into railroad cars or trucks or storage facilities. This is a 2nd shift position. Essential Job Functions: Unload, load, transfer, and britestack or finished goods and supplies from trucks, etc. Interpret shipping order or receiving report to determine item to be (un)loaded. Ability to stack and unstack pallets of product in rows up to 5 pallets high. Checks product for quality, and proper shipping information. Complete daily inspection of vehicle before operating, corrects any low fluid levels. Operate lift truck in compliance with all operating procedures. Track, input, change, and update data of inventory. Complies with proper weight distribution on rail cars and trucks. High School education or equivalent. Ability to pass the Seneca Forklift certification test.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=0b5b0085a9d206d5>

Indeed 1/21/19

#### Machine Operator (Geneva, NY)

- Seneca Foods Corp. has an opening for a Machine Operator. Responsible for the proper operation of the labeling machine equipment in the Department to ensure that the proper labels are applied to food containers in the approved manner. Complete all required documentation to ensure that customer orders are completed accurately and in a timely manner. This is a 2nd shift position. Essential Job Functions: Operate and monitor the labeling equipment on the assigned line. Ensure that the proper product and label is being utilized. Identify any issues on the line and make any required adjustments. Perform changeovers by referring to shop order instructions for each label run. Enter required product code information into video jet system to print on label as needed. Perform quality checks at required intervals throughout shift (i.e., correct product, label, label application, and case/tray print. Able to learn all phases of labeling process.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1547824939108&rs=1&fromage=last&vjk=d0a4771af79633d9>

Indeed 1/21/19

#### Packer/Inspector (Penn Yan, NY)

- Silgin Plastics is looking for Bottle Packers in their Penn Yan, NY facility. Several Packaging openings are currently available on both 1st and 3rd shift with opportunities for advancement. Position: Working at a fast pace to inspect and identify any defects in plastic bottles, then pack bottles following specific instruction for each type of bottle. Packer Shift Hours: A and B Shifts 8 am - 8 pm have every other Weekends Off. C and D Shifts 8pm-8am every Other Month is Weekends Off. You will be given a yearly calendar when you are offered any shift. Packer Pay: \$12.03 Day Shift; \$12.53 Overnight Shift.

[www.remedystaff.com](http://www.remedystaff.com) 315-781-6200

Workforce Development 2/10/19

#### KanPak- Multiple Positions (Penn Yan, NY)

- Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift
- Electrician – Industrial Maintenance
- Maintenance Technician – 2nd, 3rd shift
- Quality Control Audit – Line 2nd shift
- Warehouse - Forklift Operator
- Wastewater Treatment Operator – 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 2/19/19

### **Job Leads for Surrounding Counties**

Yates County Job Leads: [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

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

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

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

### **Yates County is an Equal Opportunity Employer.**

You can apply by mail, in person or online for Current Positions in Yates County, Upcoming Exams or Continuous Recruitment Exams.

A non-refundable examination fee is required for all exams.

### **Competitive Class Positions**

The competitive class of civil service consists of positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations. These examinations are either open competitive, that is, open to all applicants meeting the minimum qualifications for the position; or, promotional, for those individuals already serving in a lower position within the same jurisdiction as the existing vacancy.

Provisional appointments may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.

**OC = Open Competitive** - exams open to the public.

**PROM = Promotional** - exams for current employees.

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## Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date
YC-5	ACCOUNT CLERK TYPIST	CR	N/A	N/A
YC-6	CASEWORKER	CR	N/A	N/A
YC-3	CLERK	CR	N/A	N/A
19070	COMPUTER AIDE	CR	N/A	N/A
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A
	CORRECTIONS OFFICE/COURT SECURITY (PART TIME)	CR	N/A	N/A
	CORRECTIONS OFFICER (PART TIME)	CR	N/A	N/A
YC-11	CUSTODIAN	CR	N/A	N/A
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A
	DEPUTY SHERIFF (PART TIME)	CR	N/A	N/A
	DISPATCHER (PART TIME)	CR	N/A	N/A
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A
	MARINE PATROL OFFICE (PART TIME)	CR	N/A	N/A
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A
	PHYSICAL THERAPIST	CR	N/A	N/A
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A

Positions can be applied for at any time, and the eligible list will be used to fill vacancies as they occur. The Personnel Officer of Yates County reserves the right to terminate continuous recruitment and re-establish a periodic, announced-date type of examination.

**OC = Open Competitive** - exams open to the public.

**PROM = Promotional** - exams for current employees.

**For complete details and to apply, please visit:** <https://www.yatescounty.org/203/Personnel>

## February 2019

### January 2019: 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  <b>HSE:</b> 9am-12pm	5	6  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	7	8	9
10	11  <b>HSE:</b> 9am-12pm <b>Jump Start:</b> 1:00 PM	12	13  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	14	15	16
17	18  HOLIDAY OFFICE CLOSED	19	20  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	21	22	23
24	25  <b>HSE:</b> 9am-12pm  <b>Career Navigator</b> 9am-1pm	26  <b>Career Navigator</b> 9am-1pm	27  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm  <b>Career Navigator</b> 9am-1pm	28  <b>Career Navigator</b> 9am-1pm	1  <b>Career Navigator</b> 9am-1pm	

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.

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





## 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?

- If you have a desire to stay in the same field and who want to learn how to compete.
- If you seek an industry and/or career change based upon their transferable skills.
- If you want support in identifying new search strategies, tools and techniques.

#### Itinerary:

- Day 1: Ground Work (Foundations, Skill Assessment) STAR Stories
- Day 2: Marketing Me - Marketing Plans, Summary Qualifications
- Day 3: Speed Networking / Resumes & Cover Letters
- Day 4: Resume Reviews & Interviewing
- Day 5: Goal Setting and Search Teams

#### Dates and Locations:

February 25-March 1st, 2019 9 a.m. to 1 p.m.

Yates County Workforce Development, 417 Liberty St. Penn Yan

#### TO ENROLL, CONTACT:

[Lisa.Principio@dfa.state.ny.us](mailto:Lisa.Principio@dfa.state.ny.us) or at 315-536-5140 Ext. 5

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- Natural and Physical Sciences
- Accounting and Auditing

**Application Deadline:** February 20, 2019

**Examination Dates:** April 6, 7 & 13, 2019

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