



Seneca County Workforce Development & Youth Bureau
Finger Lakes Works-Seneca
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Job Leads and Services prepared by Seneca County For the Week of April 8, 2019

For additional information on services visit us at:

www.co.seneca.ny.us/wdyb

Ctrl and Click to follow link

(Includes job leads from Seneca, Ontario, Wayne and Yates Counties)

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Don't Miss Our Services!!

Workforce Calendar.....Page 9 ([CAL](#))

Seneca County Civil Service Opportunities.....Page 3 ([Seneca County Civil Service Opportunities](#))

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on Page 15 ([MET](#))

SBDC (Small Business Development Center) First Wednesday of the month by appointment only. Page 11 ([SBDC](#))

TASC (Formerly GED) Classes offered right in our office! Page 15 ([TASC](#)) for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See Page 15 ([A4TD](#)) for more information.

Affordable Care Act See Page 15 ([ACA](#)) for more information.

Youth Services See Page 14 ([YTF](#)) & 15 ([YTH](#)) for more information.

CNA/HHA See Page 7 ([FLH](#))

Other Services See Page 15 ([SVC](#)) for more information.6

Explore the possibilities of On-the-Job Training (OJT) and inquire about eligibility for other training / funding opportunities through our office. See Page 8 for more information.

HOT LEADS

Belhurst Castle is hiring all job positions including: Housekeeping, Laundry, Front Desk, Cleaners, Cooks, Restaurant Staff, Wine and Gift Shop Sales, and Ballroom Events. To apply please go to <https://www.belhurst.com/careers> or send your resume to matt@belhurst.com.

Cayuga Lake Wine Trail is hiring a part-time Administrative Assistant (~16 hours per week). The ideal candidate will have good communication, time management, organizational, customer service, prioritization, clerical and administrative skills. In charge of clerical and administrative tasks, wine tastings, social media, and other tasks as assigned. Located near Cayuga Lake in Romulus. To apply or learn more, send your resume to mslater@co.seneca.ny.us

Geneva Homes, Inc is hiring Office Staff. Monday – Friday, day shift. Includes typical office duties. Includes training on parts sales and home sales. Some experience (office & sales) preferred but willing to train a positive, energetic candidate. Located on Routes 5&20 in Waterloo. To apply or learn more, send your resume to: mslater@co.seneca.ny.us

NYS Job Bank (<https://myjobs.ny.gov>) 252 Job Listings in Seneca County! See below for a sampling

Company	Job Title	Order #	Listing Date
M & T Bank	Branch Manager	DE6270792	4/7/2019
Hallmark Cards Inc.	Part Time Retail Merchandiser Waterloo NY 13165	DE6269968	4/6/2019
ITT Corporation	Special Painter	DE6266839	4/6/2019
John Crane	Global Account Manager	DE6269971	4/6/2019
Kelly Services	Mechanical Designer	DE6267073	4/6/2019
Kelly Services	Electronic Test Technician	DE6267062	4/6/2019
Kelly Services	Mechanical Designer	DE6267065	4/6/2019
New York State Civil Service	Licensed Master Social Worker	DE6267858	4/6/2019
Under Armour, Inc.	Part - Time Stock Teammate	DE6265809	4/6/2019
Under Armour, Inc.	Part - Time Sales Teammate	DE6265808	4/6/2019
ITT Corporation	IT Project Manager	DE6260561	4/5/2019
Xylem	Manager, Order-to-Cash	DE6262096	4/5/2019
Air Methods Corporation	Pilot Rotor Wing - Seneca Falls, NY	DE6257138	4/4/2019
Hillside Family of Agencies	Driver Food Services	DE6253276	4/4/2019
ITT Corporation	Shipper	DE6253506	4/4/2019
ITT Corporation	Industrial Electrician - 2nd shift	DE6253507	4/4/2019
Waste Connections, Inc	Heavy Equipment Operator	DE6254546	4/4/2019
Waste Connections, Inc	HEAVY EQUIPMENT OPERATOR	DE6254541	4/4/2019
ITT Corporation	QA Welder Inspector	DE6247606	4/3/2019
National Park Service	Maintenance Mechanic	DE6248243	4/3/2019
Air Methods	Pilot Rotor Wing - Seneca Falls, NY (DE6242517	4/2/2019
Five Star Bank	Branch Manager	DE6243968	4/2/2019
New York State Civil Service	Dentist 3	DE6242236	4/2/2019
New York State Civil Service	Nurse 1	DE6242234	4/2/2019
Larson Medical Transport	Non Emergency Medical Transport Driver	DE6237128	4/1/2019
Kelly Services	Administrative Assistant	DE6225725	3/29/2019
H&M	Sales Advisor	NY1295693	3/28/2019
Microtel Inn & Suites	Night Auditor	NY1295663	3/28/2019
EcoSpect, Inc.	DT/RMT Technician	NY1295530	3/27/2019
Hallmark Cards Inc.	Part Time Retail Merchandiser Waterloo NY 13165	DE6216273	3/27/2019
ITT Corporation	CNC Machinist	DE6213621	3/27/2019
Anderson Merchandisers LLC	Part-Time Retail Merchandiser - WATERLOO, NY	DE6209793	3/26/2019
Cayuga Lake Wine Trail	Administrative Assistant	NY1295495	3/26/2019
Carters/OshKosh	Customer Service Lead/Keyholder	DE6204173	3/25/2019

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 50 Positions open full and part time - visit:

<https://dellagoresort.com/careers-vendors/> to see the open positions in Administration, Food & Beverage, Hotel, Human Resources, Marketing, Spa, Table Games / Poker and more.

ARC of Seneca Cayuga - There are (30) job openings from Clerical to Social work and beyond. Many of our positions involve providing direct support to disabled individuals. To learn more about this work, follow this link: <https://sencayarc.applicantpro.com>

Finger Lakes Health -There are (102) openings in Penn Yan, Geneva, and Waterloo for both Full and Part time. Patient care, administrative, food service and mechanical. For more information please visit their web site at <https://www.flhealth.org/careers/>

Lochland School Inc. is now hiring direct support professionals Open interviews Monday - Friday from 9 AM - 3:30 PM - Contact Julie Chiccino at 315-789-5208. Applications available on our website www.lochlandinc.org

Happiness House in Geneva is asking you to come join their progressive organization to make a difference in the lives of individuals with and without disabilities. Visit their web site www.happinesshouse.org to apply. Complete the application located on their web site or email interest with a resume to applications@happinesshouse.org

Sodexo USA has Full and Part time openings (14) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: <http://sodexousa.jobs/geneva/new-york/usa/jobs/>

G. W. Lisk - Has many production openings: Assistant Value Stream Supervisor, Assembler - 1st Shift MIS, Assembler/Operator - 1st Shift, Quality Control Inspector, Plating Operators, Molding Operators, Coil Winder, Assembler Operators, Assembler, Customer Service, Plating, Valve Assembler, Assembly Operators - MIS. These ads are found on their Web site: <https://careers-gwlink.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Account Clerk Typist; Caseworker & Caseworker Trainee; Clerk; Custodian; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Registered Professional Nurse School Substitute (Waterloo CSD), Registered Professional Nurse (part-time), School Fitness Center Aide (Waterloo CSD), Summer Senior Food Service Helper (Waterloo CSD), School Bus Driver 2019-2020 (Romulus CSD), Personnel Officer
- **Civil Service Exams:** Planner: Application Deadline 4/26/19, Exam date 6/1/19
Transportation Supervisor: Application Deadline 4/26/19, Exam date 6/1/19

To APPLY for any of the above positions or to find additional information about Civil Service opportunities, please visit: <https://seneca-portal.mycivilservice.com>.

Help Wanted Full Time

General Manager (Waterloo) – Byrne Dairy- 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. As a Store Manager, you must be the type of motivated and positive individual who enjoys rolling up your sleeves and doing whatever it takes to get the job done. You must also be highly organized and detail-oriented with strong analytic and prioritization skills. It is also important that you display excellent verbal and written communication, interpersonal and customer-service skills. 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. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Sonbyrne-Sales,-Inc.-Byrne-Dairy/jobs/General-Manager-09112b0f2a4cb25c?sldu=QwrRXXKrqZ3CNX5WO9jEvcQPCjdVaP65VvQY4vmHVX9X_q1ZO90VV9PNFaCtvjmBK8FqjJGsy3N1J1tq1-sBUg&tk=1d7ueou3j40pk803&adid=254771123&vjs=3

Heavy Equipment Operator (Waterloo) – Seneca Meadows- Currently we are looking for experienced Equipment Operators for the Seneca Meadows location. If you have experience with dozers, excavators, graders, etc then you will be a good fit. To be considered for any of our current openings you must complete an application at www.wasteconnections.com . Application information and additional instructions can be found once you select your position of interest. Experience: heavy equipment operator: 1 year (Preferred). This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Seneca-Meadows-Inc/jobs/Heavy-EquipmentOperator-SignBonusd3ae5b91d305cc5e?sldu=QwrRXXKrqZ3CNX5WO9jEvczflZKpv6c5skbmFuCQeBKEpBKx88shCZ3OpBP_kvQkE59bUtW4yB1EMX4NnWKxv2FllKHbk1nfSOHC4fmd-ImTrcumDp_NAH9Rj30qlz-x&tk=1d7ueou3j40pk803&adid=281115426&vjs=3

Production Operator (Geneva) – Guardian Industries- The primary purpose of this position is to perform a variety of coordinated activities in a manufacturing environment to meet production, quality, and safety goals. RESPONSIBILITIES: Must maintain safe work environment by consistently wearing proper PPE, performing safe work behaviors and by communicating any and all safety concerns to supervisor/shift manager. Understands and executes job per the given work instructions or JES. Handles, moves, and packs products and materials. Operates equipment and mechanized devices; running, maneuvering, navigating or driving forklifts. Uses either control mechanisms or direct physical activity to operate machines or processes. Inspects equipment, materials and products to identify the cause of errors, problems, or defects. Judges quality of product and makes adjustments accordingly. Maintains acceptable productivity levels based on yield expectations, product flow, and sales needs. Communicates and escalates problems or concerns to supervisors and co-workers. Follows 5S procedures. Associate regularly walks throughout the shift to run quality checks, pack product, break out co-workers, and to move from task to task. Performs other function as needed. Working Conditions. Non-controlled temperature environment along with possibly working in extreme heat. Continuous operation and a fast paced production environment. Willing to work a 12 hour shift rotation – working every other weekend. Willing to work nights, holidays and overtime. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/JCSI/jobs/Production-Operator-7225e8f373f56cbb?sldu=QwrRXXKrqZ3CNX5W-O9jEvTHK_qwVIn-tz6nDN_ABfttYdiuIT-S0hU-t7bH7h47BRk3t628Mt-ubmyt-vd67oA&tk=1d7ueou3j40pk803&adid=280851084&vjs=3

Landscape Construction Laborer (Waterloo) – Dan’s Design Landscape Construction LLC.- We are a professional landscape construction company that is hiring a laborer. Driver's License is preferred. Responsible for driving vehicles (w/trailers), landscaping (w/plants, trees), hardscaping (w/stone, pavers, & block), drainage, sprinkler system installs, yard cleanups, trimming (trees, shrubs) etc etc. 1 year landscaping experience preferred, will train. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Dan's-Design-Landscape-Construction,-LLC/jobs/Landscape-Construction-Laborer-ecdc2bf087093427?vjs=3>

Sanitation Technician (Seneca Falls) – Martens Fresh- A Third Shift Sanitation Technician candidate is required, but not limited to the following: Highly reliable, Self-motivated, Stand for long periods of time (bending, twisting, lifting up to 75 pounds), 5 year + experience in sanitation in a processing food facility, Background in OSHA safety, HACCP, GMP's and SSOP's, Reliable transportation to and from work. Martens Fresh, LLC is a family owned and operated growing company who is seeking a Third Shift Sanitation Technician. Third Shift Sanitation Technician must have a flexible schedule and will be required to work the hours of 9:00 p.m. to 5:30 a.m., plus overtime and possibly on the weekends. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Martens-Fresh,-LLC/jobs/Sanitation-Technician-Third-Shift-d0b49d3a70413066?vjs=3>

Truck Wash Attendant (Waterloo) – Petro- As a Truck Wash Attendant, you will need to be skilled maintaining a safe and clean retail environment. You will need to perform the functions of operating the truck wash, cleaning the truck wash bay, and the exterior area around our facility, including the large truck parking lot. This position requires good communication skills and good personal grooming habits. Physical requirements include standing up to 8 hours during a shift, using powered cleaning equipment, and able to lift up to 50 pounds. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?cmp=TravelCenters-of-America%7CPetro&t=Truck+Wash+Attendant&jk=8d3363167a7bf82e&sldu=QwrRXXKrqZ3CNX5WO9jEva8SSrLTL32CDV8aIT69ykDGAcKIed4WEmbQ0JuakWsmaZrCtioehY1kxunBujDA&tk=1d7cg5t4a408i802&adid=278019746&pub=4a1b367933fd867b19b072952f68dceb&vjs=3>

Help Wanted Full Time Continued

Sales Associate (Geneva) – AT&T- Your Mission : should you choose to accept it: Provide extraordinary customer service by being compassionate towards and understanding their needs. Build value by offering tailored and thoughtful solutions to fit each person, family or business. Represent our Company and the AT&T brand with the utmost professionalism and courtesy. Assist our leaders with store operations and duties. Cooperate with your fellow RSCs to achieve a team approach to sales and customer service. Achieve sales benchmarks and milestones (which can lead to that much needed extra \$\$\$). Excel in selling AT&T's products/services, including entertainment, as we are a full-service lifestyle solution. Work with Company leaders to stand out, serve and succeed within the local community. Minimum Qualifications: Clear communication skills. Attitude and technical aptitude - having an entrepreneurial spirit speaks volumes. Commitment to exemplary customer service, honesty and integrity. Background in retail sales is helpful, but not required. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/viewjob?jk=a7a8a9ac1fa6b5bf&tk=1d7ueou3j40pk803&from=serp&vjs=3>

Production Worker (Clyde) – DiSanto Propane- This position is labor intensive, requiring lifting a high volume of cylinders per day ranging from 18-65 pounds per cylinder repeatedly during work hours. Primary Job Duties: Conveyor Line Work. Operate necessary equipment and machinery. Supports work processes to produce a quality product. Contribute to team effort by accomplishing related results as needed on a daily basis. Flexibility to work overtime and weekends as well as the ability to adapt to changing schedules is required. Skills & Requirements: High School diploma or GED, and 1 or more years of manufacturing work experience. Ability to lift 50-65 lbs repeatedly. Ability to handle frequent twisting, turning, pulling & pushing required to perform job duties. Ability to stand for long periods (8 hours). Must have reliable transportation. Must successfully complete a Background Check and Drug Test. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/DiSanto-Propane/jobs/Production-Worker-a57f518d46487798?sjdu=QwrRXXKrqZ3CNX5W-O9jEvTHK_qwVIn-tz6nDN_ABFtsWR5NY3sWyNcVdZGLoqG5YKVENoZx4BIMnUDzbFdzW1Q&tk=1d7ce7rnp408i803&adid=277740175&vjs=3

Assistant Manager (Geneva) – Rent A Center- The role of Assistant Manager can mean different things at different places. Around here, it says you intend to create the most rewarding, enjoyable, and supportive environment for your customers and coworkers. You want to become part of a competitive team of passionate problem-solvers and lead them to new levels of success. Of course, you also manage inventory, provide superior customer service, and so much more. The bottom line is that you do more than grow revenue, you grow in your career. That's what being an Assistant Manager at Rent-A-Center is all about. Are you ALL in? Do you have what it takes? Must be at least 19 years of age. High school diploma or GED. Valid state driver's license and good record. This ad was found on Ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Rent-A-Center/Jobs>

Department Manager (Geneva) – Hobart & William Smith Colleges- As a Department Manager you will support all store operations and departments in partnership with the management team. In the textbook department you are integral in making sure we have the right book, in the right quantity, at the right time. You may work directly with campus partners, students, and faculty to increase adoptions, rentals, and promote digital sales while successfully executing our textbook timeline each term. You will drive our team to create customer experiences that enhance bookstore loyalty, and deliver measurable results daily. And best of all, you'll be part of a company that is consistently rated as a great place to work - and where employees love what they do. Qualifications: 2+ years' experience in a retail setting as a manager or buyer preferred or a graduate of the Best Seller Program. High school diploma/GED required. Outstanding customer service skills to match customers to products that meet their needs. Basic reading, writing and accounting skills required. Excellent customer service and communication skills needed. Strong interpersonal, communication, and problem solving skills. Ability to work a flexible schedule including evenings, weekends, and holidays. This ad was found on Ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Barnes-Noble-College-Booksellers/Jobs>

Manager (Seneca Falls) – Xylem- We're a global team unified in a common purpose: creating advanced technology solutions to the world's water challenges. Developing new technologies that will improve the way water is used, conserved, and re-used in the future is central to our work. Our products and services move, treat, analyze, monitor and return water to the environment, in public utility, industrial, residential and commercial building services settings. Essential Duties/Principal Responsibilities: Responsible for service delivery excellence, oversight and liaison to/from regional business units to/from the service providers for credit, collections and cash application management and customer master data. Align with Treasury regarding global credit and collection strategies and lead regional execution with the local business units and service provider. Provide credit/collections trending and analysis to GBS Xylem O2C leadership supporting recommendations for leadership for on-going credit/collection strategies and tactical operations with the service provider. Provide primary regional support for the service provider and any credit related advice, especially where no customer financials are available for auto decision. This ad was found on Ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Xylem/Jobs>

Help Wanted Part Time

Retail Sales Associate (Waterloo) – Corningware- We are currently seeking a Sales Associate in one of our retail locations to help execute the day-to-day operations of the store and act as a product knowledge expert. The right individual for the job will have a natural entrepreneurial spirit and passion for delivering remarkable customer service. In return, we offer you the opportunity for promotional growth! Fulfill our Values in Store: Maintain safety by ensuring all store standards and operating procedures are executed. Develop and convey a working knowledge of brand products that can be utilized to inform and help customers select products talent. Assist in processing shipments, including unloading, inventory, ticketing, product placement and storage. Partner with team members to execute regular tasks, including, but not limited to, greeting customers, performing POS transactions, processing special orders, and wrapping and bagging customer purchases. Deliver remarkable customer service and create strong product presentations while driving sales. The Right Stuff: A budding entrepreneurial spirit. Interpersonal skills and a passion for customer service. Excellent written and verbal communication skills. Comfort with technology. General math skills. Dependability. Ability to be mobile on the sales floor for extended periods of time. Ability to lift 50+ pounds and climb up/down 8 feet on a ladder. Passion for kitchenware, tableware and food is highly desirable. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/viewjob?cmp=Corningware%2FCorelle-%26More&t=P+T+Retail+Sales+Associate&jk=817896b90e3379bb&sjdu=QwrRXKrQZ3CNX5W->

Banquet Houseman (Waterloo) -- Woody's Bar and Grill- As banquet houseman, you are responsible for maintaining the cleanliness and organization of any banquet rooms, hallways, storage and service areas. You must routinely inventory and care for banquet supplies such as linens, chairs, china, glassware, flatware and decorations. You are required to set up the banquet room per the specification of a banquet events order, and then reset the room to its original state after the event has concluded. You may be asked by management to engage in duties that are related to your position even though they are not routine. These include helping assemble temporary dance floors, podiums and other structures and assisting audio-visual personnel in setting up equipment like speakers and monitors. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Killians-Events/jobs/Banquet-Houseman_ab8008421d749ea5?sjdu=Zzi_VW2ygsY1fzh3Ma9ZsE4zIT1NTXCwgFBhdjeTC3MnYugck3HBIheUu8UvJ_9-6NEDo5QVfQ7kdTeRU2IEVQ&tk=1d7ueou3j40pk803&adid=281477092&vjs=3

Multiple Positions (Seneca Falls) – CountryMax- Multiple CountryMax stores are hiring in multiple departments! CountryMax has multiple openings for part time warehouse/ floor positions, nursery department, the pet department and front end/ cashier positions. Working in a team oriented retail environment, these positions will have a high amount of customer interaction. CountryMax store team members will need to consistently provide top notch customer service. CountryMax offers a full carryout service to all of our customers that every store team member is expected to offer and provide. Daily tasks and responsibilities of the various store team members include store merchandising, store maintenance, customer interaction and assistance, inventory control and merchandise stocking. Operating the cash register and conducting financial transactions with customers can also be another role store team members provide. The store team member will work in a labor intensive environment and will need to be able to consistently lift product and merchandise that can weigh up to 50 lbs. The CountryMax store team member will be given visual, verbal and hands on training for the various goods, merchandise and services that CountryMax offers and provides. Previous retail experience is preferred but not required. If interested please apply in-store. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Ontario-CountryMax/jobs/Countrymax-d9bade5925898597?vjs=3>

Sales Associate (Waterloo) – Reebok- Contributes to the achievements of Store KPI targets by building an emotional connection with customers and living the Brand Values. The core expectations include utilizing expertise and experience to; serve and sell to customers and achieving operational excellence, flawlessly execute store operations when responsible for product flow to and from sales floor and/or cashier procedures. Sales Associate: Meets and exceeds customer expectations and boosts sales and Brand experience by using appropriate element the Reebok customer service model. Create an emotional connection with every customer by being a passionate and enthusiastic Reebok Brand ambassador. Proactively seeks and incorporates basic core and seasonal product knowledge into own service approach within assigned store zones(s). Maintain an appealing, easy-to-shop environment for customer by consistently executing visual merchandising and housekeeping standards. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Reebok/jobs/Sales-Associate-5b39571a422d8acd?vjs=3>

Tasting Room Server (Romulus) – Knapp Winery- Ideally, we are looking for people that can work for us nine months out of a year on a part-time basis. However, that might not be possible for you. If however you are a teacher and can work with us on Saturdays and Sundays all through the summer and some weekends during the year you are a good candidate; or a student that can work during the summer and maybe near enough to work occasional weekends in the fall; or you may have a job during the week and would like to supplement your income by working weekends. Knapp Winery might be the right place for you. We are willing to train people that are eager to learn. The position will include learning the POS system, day to day housekeeping and other retail room tasks. Qualifications are: Must be at least 21 years of age to pour wine to customers. Must be able to work weekends and holidays (Saturdays & Sundays required). Must be able to lift 40-50 lbs frequently as most wine cases weigh this much. It can be a long day so you must be able to stand, walk, bend for extended periods of time. This ad was found on Indeed.com. For more information:

https://www.indeed.com/cmp/Knapp-Winery/jobs/Tasting-Room-Server-Season-469ea93163545a39?sjdu=QwrRXKrQZ3CNX5WO9jEvd_kiNHuOT94d4EMKfUf0qYuwrPf7VFezONJND_v_Tgni64Yhy3P0fCoAiN_zwhco96jT0ZOMN8RqPdFRbUoh-Yk&tk=1d7ueou3j40pk803&adid=260495997&vjs=3

Help Wanted Part Time Continued

Assistant Manager (Waterloo) – Bass & Co.- Responsible for providing superior customer service, conducting merchandise sale transactions, and contributing to a positive store environment. Provide support to the Store Manager and Assistant Manager in the overall supervision and management of a store. Develop knowledge and skills required to effectively supervise the store. Under the direction of Store Manager, provide direction to Sales Associates. Primary Duties and Responsibilities: All Managers in Training must be able to perform these responsibilities with or without modifications to the application process, to the job, to areas in the store, or to equipment in the store to be considered for this position. Background/Experience/Qualifications: High School diploma (or equivalent). One + year retail sales experience. Interpersonal & verbal communication skills enabling effective sales & customer relations. Ability to coordinate activities of others. Helpful Background/Experience/Qualifications: Successful previous supervisory experience in a retail sales setting. Post-secondary business management education. Physical Requirements: Ability to lift up to 25 lbs. and stand during scheduled shifts of 8 to 12 hours. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/G.H.-Bass-&-Co/jobs/Assistant-Manager-4c3a993d8bb42ca7?vjs=3>

Lifeguard (Seneca Falls) – NYCC- Your first responsibility at all times is to protect the wellbeing of each individual swimmer. Comply with and enforce all policies, procedures and regulations of the New York Chiropractic College and New York State Health Regulations. Present oneself in a professional manner at all times. Prevent accidents and minimize or eliminate hazardous conditions. Respond quickly to all emergency situations in the water or in surrounding areas. Administer any first aid needed by a victim of an accident. Educate patrons and inform them of the purpose and need for rules and regulations. Do not be distracted by anything that will cause you to perform your job inadequately. You must have full sight of all patrons at all times. Never leave the pool unattended; always lock the door when exiting the pool. QUALIFICATIONS: Current certification in CPR for the Professional Rescuer, Current certification in First Aid and Lifeguarding, Minimum of 15 years of age, Good physical swimming condition, Demonstrated lifeguarding ability. This ad was found on: <https://www.nycc.edu/webdocs/hr/lifeguard.pdf>

Commercial Cleaning (Seneca Falls) – Pro-Shine Cleaners LLC.- Sweeping, mopping, vacuuming, taking trash out, cleaning bathrooms, cleaning glass, polishing stainless steel. Candidates must have transportation and have a good work ethic along with a clean background. The job will require 15-20 afternoon/evening hours per week on Monday-Friday and an occasional Saturday. This job requires light travel. Serious inquires only. Experience: cleaning: 1 year (Required) License: Driver's License (Required). This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Pro--Shine-Cleaners-LLC/jobs/Commercial-Cleaning-2c7e80427322175c?sdu=QwrRXKrqZ3CNX5W-O9jEvXj4f6Np4B7ehkH5T9rUofVFVa3vzz8PTbhRUxIJZEJq8P1wLxm5yIE-Lwt93juWPQ&tk=1d7ukjfaq248c000&adid=228743914&vjs=3>

Crew Member (Waterloo) – Arby's- If you have an "eager to help" attitude, thrive in a team environment, and are hungry to be a part of a cool, authentic alternative to fast food, read on...CHARACTERISTICS OF A GREAT RESTAURANT TEAM MEMBER: Delights by anticipating guests' needs and providing exceptional service. Passionate about preparing and serving guests fresh, great tasting, premium quality food. Hustles in a team environment. Recognizes and gives credit when due to others. Makes both food and personal safety a priority. Exhibits a "clean as you go" mentality. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Arby's/jobs/Crew-Member-17a848c31cbb7d07?vjs=3>

Health Care Positions

Finger Lakes Health CNA TRAINING OPPORTUNITIES When training is complete you may be employed as Certified Nurse Aide at Finger Lakes Health Long Term Care Facilities located in Geneva, Penn Yan and Waterloo.

Contact: Mary Granger: Email: mary.granger@flhealth.org

- Do you like caring for others and making them smile?
- Do you want to help by providing daily support and care to our residents?
- Do you want a career path that can take you from CNA to LPN and beyond?
- Enroll in our Certified Nurse Aide Training Program
- Make a significant contribution in a very important role! **Paid 4-week training program**

For more information contact Human Resources at 315-787-4039. This ad found on the NYS Job Board for more information: [Paid CNA Training](#)

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=366933&fwkMethod=L&fwkKey=2005_1706_0_0_171031144401_1509479041140_4191#sthash.0nkfWS2v.dpbs

ON-THE-JOB TRAINING GRANTS

Missing a skill or two that you need to land your dream job?

Seneca County businesses can hire, train and upgrade the skills of workers that do not meet the minimum qualifications for a job using a grant from your local Workforce Development Office.

To learn how to take advantage of this great program, please continue reading:

PROCESS

- **Contact Megan Slater at (315) 539-1732 or m Slater@co.seneca.ny.us to discuss your interests and to begin pre-screening.**
- We will help you identify career fields that qualify for training and employers that are interested in this grant.
- Candidates will go through an employer's normal interview process and if hired you will be a regular employee of the company.
- An employer can also request eligibility screening for anyone who applies directly to their business. If you have been pre-screened by Seneca County we can provide you with a letter stating that you are eligible for this program to provide to any employer that you apply to.
- Employers will be reimbursed for a portion of wages paid to trainees and you will be a regular employee; eligible for all benefits provided to non-OJT hires.

****PLEASE NOTE:** All paperwork must be completed prior to the trainee's first day of work. Please allow a minimum of 14 business days for paperwork processing and completion. **

Would you like free training that will lead to a successful CAREER?

Seneca County currently has training funds available to those who are eligible.

Some of our approved programs include, *Certified Nursing Assistant (CNA)*, *Commercial Driver's License (CDL)*, and *Advanced Manufacturing*. *Get started today!*

If you are excited about starting a new career, have any questions, or would like to schedule an appointment with a career counselor please call or email Dawn Tam (315) 539-1888; dtam@co.seneca.ny.us

**SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS
APRIL 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
		TASC (GED) 9:00 AM - 12:00 PM SBDC 10:00 AM - 4:00 PM	Resume Session 9:15-10:45 AM Jump Start Your Job Search 11:30 AM Fatherhood 5:30 – 7:30 PM	TASC (GED) 9:00 AM - 12:00 PM
8	9	10	11	12
Career Navigator 9:00 AM – 1:00 PM Build Your Skills 2:30 – 4:00 PM	Career Navigator 9:00 AM – 1:00 PM Transferable Skills 2:15 - 3:45 PM	Career Navigator 9:00 AM – 1:00 PM TASC (GED) 9:00 AM - 12:00 PM	Career Navigator 9:00 AM – 1:00 PM Fatherhood 5:30 – 7:30 PM	Career Navigator 9:00 AM – 1:00 PM TASC (GED) 9:00 AM - 12:00 PM
15	16	17	18	19
		TASC (GED) 9:00 AM - 12:00 PM	Workers 8:30 AM -12:00 PM Fatherhood 5:30 – 7:30 PM	TASC (GED) 9:00 AM - 12:00 PM
22	23	24	25	26
	Resume Session 9:15-10:45 AM Transferable Skills 2:15 - 3:45 PM	TASC (GED) 9:00 AM - 12:00 PM Motherhood 11:00 AM - 12:30 PM	Build Your Skills 9:00 – 10:30 AM Fatherhood 5:30 – 7:30 PM	TASC (GED) 9:00 AM - 12:00 PM
29	30			



**Seneca County Workforce
Development & Youth Bureau**
1 DiPronio Drive, Waterloo, NY 13165
Phone: (315) 539-1905
Fax: (315) 539-3857
(Please call ahead to register for training
sessions)

**Health Care and
Insurance Enrollment Info:**
NYS Health Navigator:
Lacy Paige
By Appointment; (800) 346-2211

Fidelis Care:
To reach a navigator please call:
(315) 264-9902

United Health Care:
To reach a navigator please call:
(877) 856-2429

Cancer Services Program:
Deanna Herrington
By Appointment; (315) 462-0602

SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS APRIL 2019

WORKSHOPS:

Build Your Skills

Could you use help with computer basics or advanced topics in Microsoft Office (Word, Excel, PowerPoint, etc.)? Have you tried to use JobZone modules to help research different career options? Do online applications and ethics questionnaires frustrate you? LinkedIn questions? Join us in our PC lab and focus on the skills YOU want to improve. See more ideas on the Build Your Skills checklist.

Interviewing Techniques

You got the interview, now what do you do? Register for this session. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview.

Mock Interview (By Appointment)

Do you suspect you could improve your interviewing if a career counselor could watch you interview for a job? Let us offer suggestions for improvement as you watch your recorded mock interview. We'll ask you to provide in advance a resume, if you have one.

Personal Skills for Success A one day experience with lunch provided you will learn:

What do employers want from me? In this series, we touch on skills identified by regional businesses and industry leaders as critical to quality employees, skills they look for when hiring.

1. Self-Awareness – Emotional IQ, learning to be more aware of and in charge of your feelings and emotions.
2. Communication – how using the right words for a situation makes a difference.
3. Employer Expectations–social media etiquette, professionalism in the workplace, enthusiasm and attitude, and creativity and problem solving.

Resume Session

This workshop is designed both for job seekers who have never had a resume and for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. Please call for information and to reserve your seat in this workshop.

Small Business Development Center Appointments

Starting, running, or expanding a Seneca County business? Call in advance to set up an appointment with a NYS certified business advisor to discuss your idea.

Transferable Skills

Transferable Skills is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferable skills! Our goal is to help you realize career and educational opportunities you never knew existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available so please call for more information and for eligibility determinations.

WorkKeys

Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys tests reading, math and locating information, which could qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate.

Jump Start Your Job Search

An interactive workshop to learn about all the services and options available to you as you navigate through job searching. A good first step for anyone not quite sure what they want or need to do. Please call for information and to reserve your seat in this workshop.

HEALTH INSURANCE: NY STATE OF HEALTH AFFORDABLE CARE ACT

Fidelis Care Outreach

Meet with a representative of Fidelis Care to learn about their options for Child Health Plus, Medicaid Managed Care, and their products offered through the NYS Health Plan Marketplace. Call ahead so we can notify you in case of schedule changes.

\$2AY NYState of Health - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211.

United Healthcare Outreach

Meet with a representative of United Healthcare for your Health Insurance options and needs.

Cancer Services Program

The Outreach worker for the Cancer Services Program of Ontario, Seneca, Wayne and Yates Counties offers services for men 50 and older, women 40 and older who are under insured or without insurance. We offer FREE cancer screening.



Business Start-Up & Expansion Consultation

Offered by

The New York Small Business Development Center

The 1st Wednesday of the month

Appointments Available from

9:00 a.m. – 4:30 p.m.

(Please allow 1 hour for first time appointments)

Located at:

Seneca County Workforce Development

& Youth Bureau

1 DiPronio Drive, Waterloo, NY

Thinking about starting or expanding your business?

Are you already in the planning stages? The SBDC can help! Get answers to your questions about legalities, business plans, financing, marketing and the realities of being a business owner. The SBDC can maneuver you around the obstacles of success.

Make an appointment by calling **315-539-1905** or by emailing workforcedev@co.seneca.ny.us

In partnership:



\$17.00 HOUR
58¢ PER MILE

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- ✓ Paid training

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www.gsa.gov/fedrelay

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OPEN RECRUITMENT
Monday, April 15th
8:30AM – 12:30PM
Seneca County Workforce
Development
1 DiPronio Drive, Waterloo
2nd Floor

D-3282



Ready to join the Waterloo Retail Team?

Now Hiring For:

Part Time Stock Teammates

Part Time Sales Teammates

LEARN MORE AND APPLY:

<https://careers.underarmour.com/search-jobs/Waterloo?orgIds=7686&alp=6252001-5128638-5143380&alt=4>

Follow #LifeatUA



Are you 16 – 24 years old?

Are you out of school with OR without a diploma?

Looking to make a positive change in your life?

**Where can I
further my
education?**

**Where can I find
training to help me
become job ready?**

**What careers
are in
demand?**



**How can I get
work
experience?**

The Seneca County Department of Workforce Development and Youth Bureau offer a Career and Job Readiness Program to assist out of school youth/young adults in preparing for the world of work.

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

Annie Mahoney, Deputy Director for Youth Services
(315) 539-1791 amahoney@co.seneca.ny.us
Ryan DeVay, Employment & Training Youth Counselor
(315) 539-1914 rdevay@co.seneca.ny.us

Seneca County Department of Workforce Development and Youth Bureau
One DiPronio Drive Waterloo, NY 13165



(315) 539-1905 for general questions



Services:

“Prove-It!” Online assessments: Finger Lakes Works can set you up with a Prove-It! E-Learning account free of charge for a limited time. Some exam topics that may be of interest include: Basic CNC Machine Operations, Accounts Payable/Receivable, Medical Terminology, Loan Processing, Adobe Photoshop, QuickBooks, and Bank Teller Skills. If you already have a skill and would like to earn a certificate to back up your knowledge the Prove-It! E-Learning program is perfect for you. Prove-It! can be completed anywhere with a computer and a high speed internet connection. To sign up for your free 90 day subscription simply stop in and register with the Finger Lakes Works One Stop in Waterloo, NY

Transferable Skills Workshop: The Transferable Skills Workshop is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferrable skills! Our goal is to help you realize career and educational opportunities you never realized existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available. Call for further information. 315.539.1905.

WorkKeys for Job Seekers: The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today’s workplace.

Metrix E-Learning: Metrix is an online learning system with over 5,000 courses that can help you add skills to your resume, improve your marketability, and increase your chances of securing employment. A Metrix license will provide you with free, unlimited access to vocational courses for a six-month period. Some Courses Offered Include: QuickBooks Pro 2017, Human Resources, Information Technology, Programming, Project Management, Six Sigma, and Oracle. Metrix courses are self-directed, enabling you to complete the courses at your own pace and on any computer with internet access. Please call Dawn Tam at 315-539-1888 to get started.

Youth Services: For 16-24 year olds who are out of school

Youth Employment Program: In this program we emphasize real-world labor expectations. The Workforce Youth Program provides opportunities for career exploration, financial & literacy training, academic improvement, paid work experience and social growth. For more information call 315-539-1905 and ask for Ryan DeVay or Annie Mahoney

JOB CORPS is a **free** education and training program that helps young people learn a career, earn a high school diploma, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. Please contact Ms. Caldwell at 585-454-5130 for an appointment.

Other Services

AFFORDABLE CARE ACT - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents, but the S2AY Rural Health Network also has Navigators in Steuben, Yates, Tioga, Schuyler, Wayne, Livingston, Chemung, and Ontario Counties. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211. Don't wait, get in touch with me today!!

TASC Formerly GED; **EDP** (External Diploma Program) is a nationally recognized alternate way for adults to earn a NY state-issued HS Diploma. **The TASC and EDP programs are FREE, self-paced, flexible (scheduling) and most important ... individualized. Take the first step toward a better future.** Please contact instructor Ruth Brewer at (315) 573-0893 for additional information. Both Programs are offered at Seneca County Workforce Development and Youth Bureau (315) 539-1905.

Are you Age 55+ and looking for a job? Associates for Training and Development (A4TD) provides employment services to workers 55+ and has the ability to enroll eligible older workers in part-time temporary training positions; it is your stepping stone back into the workforce. To be eligible applicants must: (1) Want to receive occupational skills training and job search assistance (2) Be age 55+ (3) Be currently unemployed and (4) meet income requirements. To learn more and apply please visit www.A4td.org and go to Get Started. Please contact Seneca County Workforce Development & Youth Bureau with any questions or for computer assistance.

Housing Resources

Housing Resources are now listed on our website: www.co.seneca.ny.us/wdyb
