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## Yates County Job Leads June 3, 2019

### AUTOMOTIVE/DRIVERS

#### Driver (Hall, NY)

- Blowers Agri Services, Inc. has an opening for Driver-Local Deliveries. Full time - Seasonal overtime. CDL-Class A or B; Clean record, Light maintenance; Bulk loading & unloading. Call or send resume to: Blowers Agra Service, Inc., PO Box 161, 4694 County Road 5, Hall, NY 14463. 585-526-6907; 585-526-5733 Fax; [bagrass@frontiernet.net](mailto:bagrass@frontiernet.net). Chronicle Express 5/29/19

#### Apprentice-Driver (Penn Yan, NY)

Suburban Propane has an opening for an Apprentice-Driver. We would like you to join our industry-leading Delivery Driver Apprentice Program. Our full-time company-paid training program includes a detailed curriculum and unparalleled on-the-job training that provides apprentices with the necessary tools to jumpstart a rewarding career. At the conclusion of the program, you will have a Commercial Driver's License with hazmat, tanker, and air brake endorsements and will be prepared to take the next step to become one of our local Delivery Drivers. Responsibilities: Learn the basics of propane and/or heating oil delivery through structured on-the-job and instructor led training; Complete online training modules in areas such as safety, security, and hazmat; Obtain a Commercial Driver's License with hazmat, tanker, and air brake endorsements as well as a valid Medical Examiner's Certificate allowing for operation in interstate commerce; Assist with the delivery of propane and/or heating oil. Qualifications: Ability to lift and pull equipment that weighs 50 to 75 lbs. Possess exceptional customer service skills; Willingness to work outside in all weather conditions. As part of our pre-employment hiring process background checks and drug screens are performed. For further details and to apply go to:

<https://nlx.jobsyn.org/f9430d4b0da14ee2b7eb0d244e9b2cc4161>

OSOS 5/29/19

#### Diesel Mechanic (Dundee, NY)

- Cardinal Disposal has a fleet of over 15 trucks that need maintenance, roadside assistance and repair. We are looking for an experienced diesel mechanic that has knowledge in repairing multiple brands, understands all systems of a diesel truck including engine repair and rebuilding, cooling, braking, transmissions, suspension, diagnostics, electrical and safety components. We will train you on the workings of the actual trash compaction units and hydraulic components. \*\*Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single policy. Approximate weekly cost: \$39.99 for employee. Dental Insurance (Guardian) pays 25% of single policy. Approximate weekly cost: \$4.94 for employee. AFTER 1 year: IRA company match up to 3%. Interested applicants may email resumes to:

[maryann@cardinaldisposal.com](mailto:maryann@cardinaldisposal.com)

OSOS 5/28/19

#### Motor Equipment Operator – Light (Penn Yan, NY)

- Yates County has a vacancy for Motor Equipment Operator-Light. Distinguishing Features of the Class: This work involves responsibility for the safe and efficient operation of various types of light motor equipment and the performance of manual duties related to the operation of the equipment. The work also involves the performance of a variety of unskilled labor tasks. This class is distinguished from that of Heavy Equipment Operator in that the work primarily involves the operation of motor equipment that is not classified as heavy equipment. This class may however, operate heavy equipment on a relief or trainee basis. The work is performed under general supervision with some leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of Laborers or others on specific tasks. Does related work as

required. Minimum Qualifications: 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. Special Requirements: 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 the position. Application Deadline: 6/12/19. For complete details and to apply, please visit: <https://www.yatescounty.org/203/Personnel> Workforce Development 5/22/19

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

- Cardinal Disposal is looking for CDL class A and B drivers. We are locally owned and operated. We are looking for some positive team players to grow with us. Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single policy. Approximate weekly cost: \$43.19 for employee. Dental Insurance (Guardian) pays 25% of single policy. Approximate weekly cost: \$5.05 for employee. AFTER 1 year: IRA company match up to 3%. To apply, contact the employer by mail, by fax, by email, or online: 635 Shannon Corners Rd., Dundee, NY 14837; Fax: (607) 243-8767; Email: [maryann@cardinaldisposal.com](mailto:maryann@cardinaldisposal.com). Web-site: <https://protect2.fireeye.com/url?k=95fd3122-c9d9c743-95ffc817-Occ47a6d17e0-27295d5499c7b695&u=http://www.cardinaldisposal.com/> OSOS 5/17/19

#### **Propane Specialist I and II (Dundee, NY)**

- Superior Plus Propane has an opening for Propane Specialist. The Propane Specialist II is responsible for the safe and timely delivery of product to our customers. The Propane Specialist II will primarily deliver, load and unload propane into the bulk truck and end use containers while providing exceptional customer service. The Propane Specialist I will also be accountable for upholding the highest standards for safety in the delivery and handling of propane and for conducting regular vehicle inspections and maintenance. Qualifications: High school diploma or equivalent; Minimum of two (2) years job related (Propane) experience; CDL Class B with Tanker, Hazmat and Air Break endorsement. Clean drivers abstract (NY State). Up-to-date DOT medical certification. CTEP Training (Preferred). Knowledge of underground and above ground vapor and liquid gas piping. Willingness to rotate "on call" status during evenings and weekends as needed. Experience: Tank sets and installation: 2 years (Preferred); License: CDL B (Required); Hazmat and Tanker (Preferred). For a complete list of duties go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&advn=8626548084440755&vjk=2ee3Odd00a719df1> Indeed 5/14/19

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

- Finger Lake Health is seeking an Ambulance Driver. Education: Minimum: High school diploma or high school equivalency. License/Certifications: Current New York State driver's license with CPR. Experience: Minimum: 1 year of experience in the Emergency Services Field. Actively participating in a public safety department. Excellent written and verbal communications skills. Current New York State Drivers' License with no more than one moving violation on the driving record. Emergency driving training, Hazardous Materials training preferred. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=f0fe3dfaf1ef21d9>

Indeed 5/14/19

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

- Buckle up, hit the open road and start making hungry people happy as a delivery driver for Pizza Hut®. That's right, we'll pay you to cruise around in your mobile office – your car – listening to your own tunes and delivering great pizza – and pasta. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But here are a few skills you should have from the get go, as well as some requirements: A clean driving record. You'll also need a valid driver's license, insurance and reliable vehicle. Keen sense of direction: You should know how to read a map and find your way around your delivery area. Age restrictions: Our delivery drivers need to be at least 18 years old. Dress the part: We'll provide you with a uniform. We just ask that you keep it clean and come to work wearing it. Just a few more things: You'll need some basic math skills, the desire to work as part of a team and enthusiasm for learning. Keep in mind, this is just basic information. You'll find out more after you apply. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=cf0d371563bcfd4>

Indeed 5/14/19

## **CUSTOMER SERVICE/SALES**

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

- Dollar Tree is seeking an Operations Assistant Manager. Responsible for assisting with all operational tasks within the store as delegated and assigned by the Store Manager with main focus on the front-end and sales floor operations. Also assist with the hiring, training and development of store associates as delegated by the Store Manager. Principal Duties and Responsibilities: Assist with all store functions and day-to-day store activities as directed by the Store Manager. Able to perform all opening and closing procedures in the absence of the Store Manager. Assist the Store Manager in protecting and securing all company assets, including store cash. Adhere to all policies and procedures including safety guidelines. Maintain a professional and friendly environment with customers, subordinates and supervisors. Maintain all areas of the store, including the stockroom and sales floor, to company standards to include recovery. When the Store Manager is not on the premises, direct supervisory responsibility for all hourly Associates. Minimum Requirements/Qualifications: Prefer prior retail and management experience. Strong communication, interpersonal, and written skills. Ability to lift, bend and transport merchandise weighing up to 50lbs. Ability to work in a high energy team environment. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. For a complete list of duties and requirements go to: <https://nlx.jobsyn.org/3da0ad632a6044518a50f64567e84cc8161> OSOS 6/2/19

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

- Friendly Dodge Chrysler Jeep in Penn Yan is accepting resumes to hire a Greeter. Business is booming, and we are anxious to conduct interviews to fill this position. Full and part time shifts are available. We are seeking a candidate with the following qualities: Excellent customer service skills who loves talking to people and is not afraid to be courteous and show proper manners. Someone who dresses professionally, with a friendly, pleasant, fun and energetic personality. Spend your workday in an exciting, professional environment, dealing with customers without the pressure of performance-based commission sales! Driver's license & drug-free required. Must be available to work evenings and Saturdays. Basic computer skills are required. Friendly Dodge Chrysler Jeep Ram, 2499 State Rte 14A, Penn Yan, NY 14527. Indeed 5/30/19

### **Multi-Media Specialist (Penn Yan, NY)**

- The Chronicle-Express is currently accepting resumés for a Multi-Media Specialist to join our Advertising Sales Team. This enthusiastic, driven, detail-oriented individual can educate and sell print and digital services and products to local business owners, help businesses establish marketing plans, and act as a small to medium size business consultant. Must have: Self-motivation, Ambition to succeed, Excellent communication and organizational skills, Strong computer skills, Reliable transportation. Part time with potential to go to full time. Please send resume to: [CandyScutt@Chronicle-Express.com](mailto:CandyScutt@Chronicle-Express.com). Chronicle Express 5/29/19

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

- Rite Aid is seeking a Pharmacy Technician. As a Pharmacy Technician, you are a vital part of our wellness store team that is responsible for the day to day operations of the pharmacy and the care and service provided to our customers/patients. The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician. All duties described in this document are to be performed in keeping with the core values and service attributes consistent with the Rite Aid brand and strategy. The associate is responsible for the functions below, in addition to other duties as assigned: Maintain the cleanliness and organization of the Pharmacy department. Assist in inventory and pharmacy management processes including: paperwork, order review, inventory returns, restocking shelves, and physical inventory preparation. Complete customer transactions on the cash register. Experience/Requirements: Basic keyboarding/typing skills to efficiently enter information. Ability to meet minimum age and other requirements as set forth in state law. Ability to work a flexible schedule to meet the needs of the business. Pharmacy Technician experience or education required. Retail and/or customer service experience preferred. Education: High school diploma or general education degree (GED). Pharmacy Technician registration or certification where required by state law. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=26720b0b3565407e> Indeed 5/24/19

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

- Dandy Mini Marts has an opening for Clerk/Cashier. Responsible for handling the cash register and other tasks and duties as assigned. Has knowledge of laws and policies for tobacco, alcohol, and sales. Possesses great interpersonal skills, offers exceptional customer service and is a team player. Special Requirements: May be required to work holidays, weekends,

overtime, or during hours other than those which are considered as the normal work schedule. Physical Demands: Standing for extended periods of time. Requires frequent bending and reaching. Requires lifting 10-20 pounds of weight frequently and up to 50 pounds of weight on occasion. Requires walking around the complex on a daily basis. For a complete list of duties please go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=40&vjk=5cefa5ee67eda92b>

Indeed 5/21/19

## **EDUCATION/SCHOOLS**

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

- ARC of Yates County has an opening for General Education Teacher or Special Education Teacher for our 6 week summer program. This position is at Keuka Lake School, 7/8/19 - 8/16/19, 8AM – 4PM. \$7000. for 6 week program. Apply at: <https://arcofyates.applicantpro.com/internaljobs/1086973.html>. Workforce Development 6/3/19

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

- Lochland Inc. is accepting applications for the position of Direct Support Professional. The Direct Support Professional works directly with adults who have intellectual and developmental disabilities in their home to ensure their safety and well-being, to promote their independence, have fun through integration in the community with outings to dinner, movies, bowling and lots more! Skills and Abilities: Candidates must possess a positive attitude and lots of energy to have fun! A High School Diploma or GED and a valid New York State Driver's License, plus reliable transportation, and the ability to obtain agency certifications, and flexibility in schedule are required. A background check is required prior to hire. Candidates must have good verbal and written communication skills, basic computer knowledge, but most importantly, a positive attitude. New Employee Hiring Rate: \$11.51 Part Time & Full Time. Benefits Available: Up to 176 hours paid time earned the first year with increases over time, 5% matching 401K, health insurance assistance, dental insurance, disability insurance, life insurance, cancer insurance. Submit Resume to: Lochland, Inc., Ms. Julie Chiccino, 1065 Lochland Road, Geneva, NY 14456 or E-mail: [Julie Chiccino](mailto:Julie.Chiccino). Workforce Development 6/3/19

### **Modern Dance Instructor (Penn Yan, NY)**

- Leap of Faith Studios is looking for a part time Modern Dance Instructor to teach teens and adults with previous dance experience, 1-2 hours per week. The ideal candidate will have a B.A. in dance, familiarity with various techniques and methods (Graham, Cunningham, Horton, etc.), and previous teaching experience. Experience: Dance: 2 years (Preferred). Education: Bachelor's (Preferred). To apply go to: <https://www.indeed.com/jobs?l=Penn%20Yan%2C%20NY&fromage=last&start=40&vjk=ba75813fa1c58e68> Indeed 5/21/19

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

- The Arc of Yates is currently recruiting for Full Time Educational Associate to work at our D.R.I.V.E. Program, located at Keuka College, Keuka Park, NY. The Educational Associate provides instruction, direct services, and supports to individuals with cognitive and developmental disabilities in a college-based program. The goal of DRIVE is to promote and support Person-Centered outcomes that empower students to strive for their goals and dreams for the future, in an environment that supports the student's sense of value and that encourages community participation and inclusion. The Educational Associate will work closely with Dundee Central School District Special Education Teacher, Arc of Yates staff and Keuka College work study students to offer students a coordinated set of activities based on their needs, preferences and interests as outlined in the New York State Education Department IDEA Transition Regulations, Arc of Yates Transition Planning Module and their IEP/ISP. Minimum Qualifications: Must have a High school diploma or equivalent. Position requires the ability to lift and move 50 lbs. Experience in Human Service field preferred. Ability to transfer individuals with or without mechanical supports. Must have the ability to communicate and develop effective working relationships with students, parents and staff. Must possess good organizational, and public speaking skills and be self directed. Must be willing to learn specialized instructional management techniques necessary to support adults with disabilities in a collegiate environment Please apply through our website: <http://arcofyates.org>. Indeed 5/11/19

### **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 5/13/19

## **HEALTHCARE/HUMAN SERVICES**

### **Jail Cook (Penn Yan, NY)**

- Yates County has a full time opening for Jail Cook. These duties involve responsibility for the preparation, and cooking of meals for inmates at the Yates County jail. The work is performed in the non-inmate cell housing part of the jail. Prepares and cooks meals for jail inmates and personnel; May bake cakes, pies, rolls and a variety of cookies and other pastries; Cuts, cleans and dresses meat, fish and poultry; Opens canned and frozen food containers; Adheres to all safety procedures when utilizing kitchen equipment and appliances; Follows procedures for weighing and food, and ensures portion control; Follows proper procedures for sealing, labeling, and storing food, including rotating food; Responsible for the overall cleanliness of the kitchen, all storage areas and the cook restroom; Cleans all food service tables and kitchen utensils, maintains and cleans ovens or ranges on a prescribed schedule; May operate washing and drying equipment, and assist with inmate laundry services; Maintains food production records on a daily, meal to meal basis; Records all freezer and walk-in cooler temperatures and reports any temperature problems as instructed. For more information or to apply, please visit <https://mycivilservice.yatescounty.org/>. Application deadline is June 14, 2019.

Workforce Development 6/3/19

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

- Soldiers and Sailors Memorial Hospital in Penn Yan is actively seeking candidates for an Administrative Assistant position. We are looking for an organized and proactive Administrative Assistant. Finger Lakes Health is a great place to work, come join our team. If you meet the qualifications listed below and are looking to advance your career, please apply now! Become a part of our organization that offers the following: Competitive pay and benefits; Health and Dental Insurance with employer contribution to a Health Savings Account (HSA); Retirement Saving Plan with employer matching contribution; Generous amount of PTO; Working with a team of professionals that provide the highest level of care to our community. Responsibilities: Manage administration calendars, resolving scheduling conflicts, coordinating, scheduling and gathering information for the meetings; Organize and attend departmental meetings to record, process and distribute minutes; Input data on state websites to obtain grants, keep track of deadlines to ensure information is updated in a timely manner; Process daily mail, faxing and copying; Manage communication in the office with emails, letters, memos etc.; Support the executive team with general operational tasks; perform general invoicing and billing duties; Maintain a positive and professional staff and client relationship, welcome guests and greet client. Qualifications: Associates Degree with an emphasis in business office practice, will consider 1 year certification program with related experience. Preferred: Bachelor's Degree. Detail oriented and exceptional organizational skills; Extensive knowledge of Outlook, Excel, Word and PowerPoint; Ability to prioritize given tasks, work efficiently, independently towards completing the tasks; Must be able to work between the hours of 8am-430pm Monday-Friday. Please contact our Human Resources Department at 1-315-787-4039; apply on line at [www.flhealth.org](http://www.flhealth.org) or go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1558022296930&rs=1&fromage=last&vjk=3df1ec81cd10b90b>

Indeed 5/17/19

### **LPN-Long Term Care (Penn Yan, NY)**

- Finger Lakes Health has Career Opportunities for Licensed Practical Nurses at their Long-Term Care facilities in Geneva, Penn Yan, and Waterloo, NY. Our LPNs participate in individualized interdisciplinary care planning, administer/monitor medications (including IV antibiotics), and assist with daily living activities. We Offer: Flexible schedules; Available (Full Time and Part Time - Both Benefit Eligible); Competitive compensation rates, with salary increase at 6 months. Recruitment Bonuses! \$5,000 for experienced LPNs, and \$4,000 Tuition Forgiveness Bonus for New Grads/GPNs. Excellent Benefits including: Medical, Dental, Paid Time Off, Enhanced Holiday Pay, and Tuition Assistance, to name a few. Shift Options: Day/Evening Rotation; Day/Night Rotation; Straight Evenings; Straight Nights. Requirements: Successful completion of Practical Nursing Program. NYS LPN License, (Graduate Practical Nurses will also be considered). BLS - Basic Life Support certification (training provided as needed). Successful completion of supervised medication administration and written test. Please complete an online application on our website for consideration. Questions may be directed to Human Resources at (315) 787-4039. To apply go to: <https://nlx.jobsyn.org/60dd112d7dc1402886d8ad90d76d8dc1161>

OSOS 5/8/19

### **Service Coordinator (Geneva, NY)**

- The Center for Disability Rights is hiring for a Service Coordinator at the Geneva Office. With general supervision, provide advocacy, support, linkage, and coordination of services for an assigned caseload. Develop individual service plans in conjunction with assigned caseload. Participate in team meetings with participants and their service providers, and advocate

for their rights and implementation of needed and desired services. For more information and to apply go to:

<http://cdrnys.org/job-listings/?id=66>.

Workforce Development 5/15/19

#### **Child and Family Support Worker (Penn Yan, NY)**

- Catholic Charities of Steuben County currently has a position working as a Child and Family Support worker in Penn Yan, NY. This position requires someone working in a home based environment with at risk youth. The Support worker will work with children to help them with their behavioral and other mental issues to help turn around to have a more positive approach on school and family. This will include but not be limited to skill building for school as well as home life, helping them to find a positive direction. Qualifications: Bachelors' degree in Social Work or related field or equivalency of education and years of experience. For specific duties, requirements and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&ts=1557752582765&rs=1&fromage=last&vjk=deb900778e25fa4a>

Indeed 5/11/19

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

##### **Substitute Opportunities**

- Substitute Drivers

##### **Temporary Opportunities**

- Temporary Maintenance Staff

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

- Energy Programs Construction Laborer

##### **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 6/3/19

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

- Activities Director – Homestead
- Administrative Assistant – Site Admin – SSH
- Ambulance Driver - SSH
- BioMed Tech II – SSH
- CNA LTC - Homestead
- CNA or Certified Nurse Aide Training Program – Homestead
- Cook II - SSH
- ED Crisis Evaluator - SSH
- EMT-Basic - SSH
- EMT Basic- Cohocton
- Graduate Practical Nurse-GPN – Homestead
- Housekeeping Aide - SSH
- HR Generalist – SSH
- LMHC Licensed Mental Health Counselor – Outpatient Social Worker - SSH
- LMSW Social Work–Outpatient Counselor – SSH
- LPN Internal Medicine – FLD Medical
- LPN Med Long Term Care – Homestead
- LPN Internal Medicine – FLH Medical
- LPN Physician Practice – FLH Medical
- LPN Pre-Emption Family Medicine – FLH Medical
- Mechanic II – SSH
- Medical Secretary, Physician Practice – FLH Medical
- Medical Technologist – SSH
- Nursing Assistant/Unit Clerk – SSH
- Nutritional Services Aide - SSH

- Radiology Tech – SSH
- RN Clinical Leader - Homestead
- RN Bedside – Unit 1 – Homestead
- RN Bedside – Unit 3 - Homestead
- RN Bedside - Emergency Dept. – SSH
- RN Nursing Supervisor, Life Care Medical Associates, FLH Medical
- Security Officer – SSH

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 6/3/19

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

- Direct Support Professionals – Days Full time \$11.10 - \$12.50 per hour
- Educational Associate – DRIVE Program @ Keuka College
- Preschool General Education Teacher – Keuka Lake School - Seasonal
- Production Supervisor - \$15.00 per hour
- Residential Direct Support Professional - Evenings & Weekends in Penn Yan & Dundee \$12.50 per hour
- Direct Support Professionals for all programs \$11.10 per hour
- Temporary Production Associate - \$11.10 per hour
- Vocational Counselor - \$12.50 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 5/20/19

## **HOSPITALITY/RESTAURANT**

#### **Food Service Helper (Dundee, NY)**

- Dundee Central School is hiring 2 Part-time Food Service Helper positions for the 2019-2020 school year. All interested candidates, please call 607-243-5534, ext 7120 or email [rocole@gstboces.org](mailto:rocole@gstboces.org) for further information about the position.

Facebook 5/30/19

#### **Hospitality Office Coordinator (Penn Yan, NY)**

- Finger Lakes Getaways is a quickly-growing hospitality business based in Penn Yan, NY that expects superior customer service for our owners, guests, vendors, neighbors, and colleagues. We pride ourselves on our friendly and casual work environment where coworkers are positive, supportive and helpful. We are seeking qualified applicants for immediate placement as a Hospitality Office Coordinator. Successful applicants must have above average communication skills and the ability to maintain a professional but friendly demeanor. This position will be enjoyed most by those that are outgoing and social and possess a naturally even temperament with an inclination for empathy. You will be trained by industry experts to diffuse potentially difficult situations, resolve customer concerns, and create mutually acceptable solutions. If you consider creating a positive outcome to be time well spent and a happy customer a personal victory, Finger Lakes Getaways is your ideal work environment! During the peak season months of May through September, the Coordinator will be required to be available for scheduling of approximately 40 hours per week to include Saturday and Sunday afternoons; your 'weekend' will be two consecutive days during the week. During the off-season, a traditional Monday through Friday business hours schedule will be available if desired. For a complete list of requirements and responsibilities go to: <https://fingerlakes.craigslist.org/csr/d/penn-yan-hospitality-office-coordinator/6900198271.html>. To apply: By email using subject line HOSPITALITY COORDINATOR POSITION, please submit current resume and letter of interest including brief bio, reason for interest in the position, salary expectations and an explanation of why you are the ideal candidate to the attention of Kim Giardina, General Manager. All applications will be acknowledged as soon as possible upon receipt and applicants will be notified when the position has been filled.

Craigslist id post: 6900198271 5/29/19

### Multiple Positions (Penn Yan, NY)

- Microtel Inn & Suites has positions available at each of our locations. Easy to apply at [www.indushotelcareers.com](http://www.indushotelcareers.com)! Fill out your profile one time and then select the location(s) and positions you may be interested in! Super Easy! You can also reply to this post with your resume and let us know which location you are most interested in. Geneva, Penn Yan or Bath. Positions Available: Guest Services Manager, Guest Services Agent, Executive Housekeeping, Assistant Executive Housekeeping, Maintenance, Housekeeping, Houseman and Laundry. Apply at: [www.indushotelcareers.com](http://www.indushotelcareers.com) or reply to this post with your resume. Craigslist post id: 6899009721 5/28/19

### Front of House Positions (Dundee, NY)

- Verasions Restaurant at Glenora Wine Cellars is seeking servers, bussers, hosts, and bartenders for the coming season. Those who are eager to learn, appreciate a fast-paced fun environment, and want to join a team that is leading the region in hospitality, please inquire! Interested parties should contact Emily at 607.243.9500, or via email [emily@glenora.com](mailto:emily@glenora.com). Facebook 5/21/19

### Multiple Positions (Penn Yan, NY)

- Union Block Italian Bistro is still hiring for all positions at our Penn Yan and Hammondsport locations. Email us at [unionblockitalian@gmail.com](mailto:unionblockitalian@gmail.com) or stop in to apply! 31 Shethar St., Hammondsport, NY. Facebook 5/21/19

### Weekend Help (Penn Yan, NY)

- Torrey Ridge Winery is seeking part time weekend help. Must be 18 or older to apply. Stop in for an application! 2770 State Route 14, Penn Yan, NY 14527. Please visit our Facebook page. Facebook 5/21/19

### Housekeeping Inspector (Pen Yan, NY)

- Finger Lakes Premier Properties is seeking a Housekeeping Inspector. The Housekeeping Inspector will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior services. The ideal candidate will be extremely personable and have a high attention to detail. It is essential that candidates work well in and with teams, are resourceful, welcome learning opportunities and seek professional growth. This position will be required to work on the weekends. Requirements: Associates Degree in related field preferred. Experience in a fast-paced, customer-focused, service industry. Prior housekeeping experience is preferred. For a complete list of duties go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=dcb8533cbe496f11>

Indeed 5/21/19

### Dishwasher (Hammondsport, NY)

- Bully Hill Vineyards has an opening for dishwasher. Responsibilities: Wash dishes; Put dishes away; Cleaning; Assist kitchen staff with various tasks. Additional responsibilities may be required. Qualifications: Experience working in a restaurant setting; Experience washing dishes; Must be available to work weekend and an occasional evening; Passionate about working with people; Works well in high volume/fast paced environment. Works well independently as well as with a team. This is a hands-on working position; all applicants should appreciate high volume environments and have a sense of pride in their work. Shifts include weekdays, weekends and an occasional evening. Must be reliable, team oriented and be able to follow instructions. Please have the ability to communicate well with other restaurant staff. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=30&vjk=a7575fc6f20fa567>

Indeed 5/21/19

### Front Desk Associate (Dundee, NY)

- The Inn at Glenora Wine Cellars is looking for Front Desk/Reservation Specialists position for their 30-room luxurious Inn. Qualified candidates must have excellent customer service skills; be able to effectively and professionally communicate over the phone, in person and through the internet/e-mail; have the ability to multi-task efficiently; and can offer a good basic knowledge of computer skills including Microsoft Office. Also, they must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement. Positions are open immediately, including days, evenings and weekends. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1558022296930&rs=1&fromage=last&vjk=7ed3c48c73a41f98>

Indeed 5/17/19

### Kitchen Help (Penn Yan, NY)

- Hiring immediately! The Keuka Restaurant is hiring Line Cook & Dish Washers. Apply online or at the Keuka Restaurant, 10 Main St., Penn Yan, NY. Facebook 5/15/19



**Kitchen Help (Penn Yan, NY)**

- Crispin Hill is looking to fill one position. Work alongside a CIA Executive Chef. Will train motivated person looking to learn. Assist in plating appetizers, salads, and dinner entrees; dishwashing; must be able to lift at least 50 pounds; general set up and cleaning; 1 day a week with more hours available as needed (Saturday is day of service); 2pm-11pm May 18th-Nov 2nd. Position in Penn Yan - Crispin Hill Wedding venue, 2732 Wager Hill Road. Starting at \$18.00 per hour. To apply please visit our Facebook page. Facebook 5/14/19

**Multiple Positions (Naples, NY)**

- Roots Cafe is looking for help in the front of the house as well as the back. We have openings for Servers, Bartenders, Dishwashers, Prep & Line. Stop in and grab an application if you want to be part of the family! 197 N. Main St., Naples, NY. Facebook 5/14/19

**Line Cook (Hammondsport, NY)**

- Snug Harbor has an opening for reliable line help! Grill, sauté & fryer positions available for our high volume Keuka Lake restaurant. To apply, please visit their Facebook page. Facebook 5/9/19

**Café Worker (Penn Yan, NY)**

- The Flour Shop Café & Bakery is looking for a part-time cafe worker, primarily for the afternoon shift. We have a small staff and a busy summer schedule, so we need a dependable person to complete our team. Our ideal candidate will be willing and able to work hard in our open kitchen, lift up to 25 lbs., multi-task, and offer our valued customers an exceptional level of service. To apply, please visit their Facebook page. Facebook 5/8/19

**Deli Associate (Dundee, NY)**

- Tabora Farm & Winery is looking to grow our team! Looking for motivated experienced professionals. For additional information go to: [www.taborafarmandwinery.com](http://www.taborafarmandwinery.com). 4978 Lakemont-Himrod Rd, Dundee, NY 14837. Facebook 5/8/19

**Food Truck Help (Seneca Lake, NY)**

- Smokin Petes Barbecue is hiring for the 2019 food truck season! We will be operating on Seneca Lake all summer but will also be traveling around the Finger Lakes and up to Rochester with the food truck. We are looking for hard working individuals to prep, vend, cater and who are willing to grow with the business. Employees will be responsible for helping to prepare, smoke, pull/slice meats, tend to the fire, prep work, wash dishes, prepare sides, sauces etc. and clean. When at an event, taking and making orders, helping customers, frying, cleaning etc. We all work together to get the job done, no one person is exempt from any duties. Must have great communication skills and the ability to multi-task without a cell phone in your hand! Able to problem solve and plan ahead. Attention to detail and a passion for quality food is a must. Customer service is a very big priority and that begins with the customers first interaction with us. Kitchen/BBQ experience a plus but not required, must be able to lift between 30-75lbs. Must be available various hours, weekdays and weekends. Must have reliable transportation. Beginning work mid to late May. Perks are working in a fun and fast paced environment. Working at different venues and eating award winning BBQ! Pay is based on experience plus tip share. Please email inquiries to [smokinpetesbbq@gmail.com](mailto:smokinpetesbbq@gmail.com) and write: Employment with Smokin Petes, 2019 in the subject line of email. Facebook 5/8/19

**Lifeguards (Branchport, NY)**

- Keuka Lake State Park has openings for full time and part time lifeguards. If interested, please call 315-536-3666. Workforce Development 5/8/19

**Lifeguard (Middlesex, NY)**

- Lifeguards are responsible for patrolling a public beach and swimming area to ensure the safety and welfare of all bathers on the premises. This includes standing watch and patrolling the beach, keeping swimmers within safe swimming boundaries, maintaining order on and in the swimming premises and enforcing compliance with all applicable rules and regulations. Also, lifeguards must be administrators of first aid and resuscitation techniques when necessary. Secondly, lifeguards should keep the swimming and beach area free of debris and clean. Job Types: Full-time, Part-time. Salary: \$11.10 to \$12.60 /hour. Hours per week: 30-39. Pay Frequency: Bi weekly or Twice monthly. <https://www.indeed.com/cmp/1962/jobs/Lifeguard-737babf2b7fb14eb?sdu=QwrRXXKrqZ3CNX5W-O9jEvcKDXbBi9mv3iF37UFSki5detR9ZSjCmCFB-ygLlIGNII5XxiSzuf8kLsvpnVw4ug&tk=1da6p4p195op2803&adid=285660287&vjs=3> Indeed 5/6/19

## **OFFICE WORK/MANAGEMENT**

### **Property Service Coordinator/Dispatcher (Penn Yan, NY)**

- Finger Lakes Premier Properties has an opening for Property Service Coordinator. The Property Services Coordinator provides administrative and dispatching support to the Property Services Department of services workers including Zone Leaders, Housekeepers and Maintenance Technicians based on service orders, reservations and need. Provide cost-effective measures and logistics while dispatching staff in a timely and effective manner. Provide administrative support to the Property Services Department as needed. Log and manage daily incoming phone calls to PSC and dispatch information accordingly. Review all daily documentation to insure issues are resolved in a timely manner. Manage daily phone calls. Requirements: 2-3 years of experience with Dispatching staff preferred, logistics and/or Customer Service. Excellent communication skills, both written and oral. Excellent attention to detail and accuracy. A strong appreciation for the importance of completing tasks on deadline. Excellent organizational skills. Valid Driver's License. Must be able to work a flexible work schedule necessary to support the hospitality industry. For a complete list of responsibilities and to apply, go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&vjk=0e18a074a6d9a33f> Indeed 6/2/19

### **Quality Assurance Property Inspector (Penn Yan, NY)**

- Finger Lakes Premier Properties has an opening for Quality Assurance Property Inspector. The Quality Assurance Property Inspector will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior services. The ideal candidate will be extremely personable and have a high attention to detail. It is essential that candidates work well in and with teams, are resourceful and welcome learning opportunities and seek professional growth. This position will be required to work on the weekends. Requirements: Associates Degree in related field preferred. Experience in a fast-paced, customer-focused, service industry. Prior housekeeping experience is preferred. For a complete list of responsibilities and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&vjk=1ba606f5f5c7126f> Indeed 6/2/19

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

- Long's Cards and Books has an opening for an Office Manager. Reliable, motivated, hardworking individual needed 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. 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 5/28/19

### **Maintenance/Dispatching Manager (Penn Yan, NY)**

- Finger Lakes Premier Properties is seeking a Maintenance/Dispatching Manager. The Maintenance/Dispatching Manager (MDM) is to be career focused, intent on residing in the Finger Lakes long term and aspire to excel in a management and leadership role with FLPP's growing operations. The MDM will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's processes and goals through providing superior guest and owner service efficiently. Responsible for overseeing a team of dispatchers who in turn works with other departments and subcontractors to provide high quality property and issue resolution services to property owners and tenants who stay in their homes both for vacations and long-term rentals. The position lends a high level of support to the Director of Operations and involves interfacing frequently with other departmental managers to ensure all FLPP customers have positive and seamless customer experiences and while ensuring that financial efficiency goals are met. The ideal candidate possesses excellent process improvement, interpersonal, communication and organization skills. They display natural inherent leadership qualities, have received management training, possess experiences or related experiences dispatching, problem solving and working with clients with high service expectations. It is essential that candidates work well in and with teams, are resourceful, career oriented, thrive in a dynamic work environment, welcome learning opportunities and seek professional growth. Education and Experience: Bachelor's Degree in business or related field preferred. Three years or more experience with Dispatching staff, logistics and/or Customer Service. Previous experience managing staff. For complete details go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=30&vjk=856944b81d092780>

Indeed 5/11/19

### **Reservation Sales Agent (Penn Yan, NY)**

- Finger Lakes Premier Properties is seeking a full time Reservation Sales Agent. The Reservation Sales Agent is responsible to receive inbound reservation calls and actively follow-up on reservation inquiries via email or outbound call in order to drive sales so individual and team goals are achieved; all while continually ensuring standards of processes are followed and that the overall customer experience remains a top-priority. Vacation Planners must manage their time effectively in a fun, fast-paced sales driven environment to ensure all follow-up is performed in a professional and timely manner. The ideal candidate will be sales driven, interpersonal, persuasive communication style and organization skills. It is essential that candidates work well in and with teams, are resourceful, career oriented, thrive in a dynamic work environment, welcome learning opportunities and seek professional growth. The candidate will be expected to meet both weekly and monthly department goals. This position receives a base hourly rate plus sales incentives. For complete details and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1557516679819&rs=1&fromage=last&vjk=2d70ddfffb054180>

Indeed 5/11/19

### **Guest Service Coordinator (Penn Yan, NY)**

- Finger Lakes Premier Properties is seeking a seasonal Guest Service Coordinator. The Guest Services Coordinator provides administrative and dispatching support to the Property Services Department of services workers including Zone Leaders, Housekeepers and Maintenance Technicians based on service orders, reservations and need. Provide cost-effective measures and logistics while dispatching staff in a timely and effective manner. Provide administrative support to the Property Services Department as needed. Log and manage daily incoming phone calls and dispatch information accordingly. Review all daily documentation to insure issues are resolved in a timely manner. Manage daily phone calls. For complete details and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1557516679819&rs=1&fromage=last&vjk=7f13a624c2c618c2>

Indeed 5/11/19

### **Reservations Administrator (Penn Yan, NY)**

- Finger Lakes Premier Properties is seeking a part-time year round Reservations Administrator. The hours will fluctuate based on peak season. The position has an average of 40 hours per week from May through October, and an average of 20 hours from November through April. The Reservations Administrator will work collaboratively with all employees, guest, owners, and other FLPP stakeholders to support the company's goals through superior guest and owner service. Supports an efficient reservations process that allows guest to easily find and book their accommodations in the Finger Lakes. Delivers personalized service that quickly and accurately attends to every guest's needs; meets or exceeds all established customer care standards. During the off-season tasks may include marketing research projects, booking maintenance, various periodic administrative tasks and/or housekeeping services as needed. The ideal candidate will excel at working with others, maintain and build relationships while working closely and accurately within established guidelines. Detail work is a major focus of the job, and those details need to be handled quickly, correctly, and efficiently. This portion of the work will often focus on relationships with others; correct handling of details dealing with others is necessary to maintain and grow relationships. For complete details and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1557516679819&rs=1&fromage=last&vjk=a4a521bc8823a287>

Indeed 5/11/19

### **Executive Assistant/Bookkeeper (Penn Yan, NY)**

- Connect-A-Service is looking for an Executive Assistant/Bookkeeper. Familiarity with QuickBooks, Accounts Payable/Receivable, Payroll - ability to separate company categories and submitting electronically, insurance - both workman' compensation and liability, invoicing, bank reconciliations (multiple accounts), tax preparation, attendance logs, logging occupancy tax for counties for multiple owners and paying on a quarterly basis, handling lease payments with allocating operating accounts, holding escrow amounts (damage deposit, security deposit, occupancy tax), writing checks to owners, audits for workman's comp, OSHA, fire escape, procurement for both the business and customers, organizational skills for contracts, customer files, vender files, personal files, employment verification for DSS or other subsidized housing requirements, employee recordkeeping for audit purposes, high confidentiality is a must, ability to change priorities on the spot per owner dictation and company emergencies, safeguarding company records for minimum 7-10 years. On-site training available. Associate's Degree in Business, Finance, or Accounting with 3 years of experience. Apply in person to office -- 2772 Route 54A, Penn Yan, NY for application; or email resume and request for application - interview. OSOS 5/6/19

### **Census Worker (Penn Yan, NY)**

- The U.S. Census Bureau is now actively recruiting people to work on the 2020 Census. We are looking to recruit thousands of employees to work in the communities where they live. These are temporary, part-time or full-time positions. Hourly wage is \$17 an hour for Enumerator/Listener; Census Field Supervisors are at \$18.50 an hour. Mileage is reimbursed at \$0.58 per mile. No experience or educational requirement is necessary. The website to apply is: [2020census.gov/jobs](http://2020census.gov/jobs)

Workforce Development 6/1/19

## **LABOR/AGRICULTURAL**

### **Maintenance Mechanic (Hall, NY)**

- Blowers Agra Service, Inc. has an opening for Maintenance Mechanic for vehicles & equipment. Supervisor skills & Class A or B license helpful. Duties to include seasonal Customer Service. Call or send resume to: Blowers Agra Service, Inc., PO Box 161, 4694 County Road 5, Hall, NY 14463. 585-526-6907; 585-526-5733 Fax; [agras@frontiernet.net](mailto:agras@frontiernet.net).

Chronicle Express 5/29/19

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

- Blowers Agra Service, Inc. has a full time-permanent position available. Operation/Maintenance of fertilizer blending equipment; forklift operation, etc.; Unloading & loading bulk trucks; light maintenance. Seasonal overtime. Excellent wages & benefits. Call or send resume to: Blowers Agra Service, Inc., PO Box 161, 4694 County Road 5, Hall, NY 14463. 585-526-6907; 585-526-5733 Fax; [bagras@frontiernet.net](mailto:bagras@frontiernet.net)

Chronicle Express 5/29/19

### **Delivery/Yard Personnel Penn Yan, NY)**

- Carey's True Value and Rental Outlet is seeking Delivery/Yard Personnel. Load and deliver goods to customers, unload trucks, operate fork lift, maintain yard cleanliness, stock and organize building materials. Experience working with building trades desirable but not a requirement. Must be able to periodically lift up to 80 lbs. A valid and clean NYS driver's license is required, CDL preferred. Carey's offers stable work and schedules, competitive pay, generous employee discounts, and paid time-off. Apply in person at The Birkett Mills, 163 Main Street, Penn Yan, NY. EOE

Facebook 5/29/19

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

- Ribble's 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 249.5 Lake Street.

OSOS 5/28/19

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

- Yates County Buildings and Grounds is seeking to hire a Cleaner. This is routine work requiring efficient performance of simple cleaning tasks under general supervision. The work of employees in this class involves only the thorough execution of tasks which follow a well-established routine. Dusts chairs, tables, desks and other furniture; Washes windows, walls, woodwork, water closets, tubs and bowls; Sweeps, mops, and washes floors; Gathers and disposes of refuse; Cleans and polishes furniture and brass. For more information and/or to apply please visit <https://mycivilservice.yatescounty.org/>. Application deadline is June 10th.

Workforce Development 5/22/19

### **Assistant Winemaker (Rock Stream, NY)**

- Barnstormer Winery is looking for an Assistant Winemaker that will be responsible for the quality, organization, and execution of winemaking activities from vineyard to bottle. Applicants require an Associate's degree in Enology, Viticulture, or similar field, or at least 2 years of relevant experience. Physical Requirements: Must occasionally lift and/or move up to 50 pounds. Must be comfortable working hands-on in a dynamic, fast-paced environment. Must be able to run and operate a forklift. For a complete job description and to apply go to: <https://www.indeed.com/cmp/Barnstormer-Winery/jobs/Assistant-Winemaker-ddbc91799ac25b29?vjs=3>

Indeed 5/28/19

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

- Finger Lakes Premier Properties is currently seeking to fill a Maintenance Laborer position out of its Penn Yan, NY office. The ideal candidate will possess high standards, work precisely, have a high attention to detail, problem solving and working with clients with high service expectations. It is essential that candidates work well in and with teams, are resourceful, career oriented, thrive in a dynamic work environment and welcome learning opportunities and seek professional growth.

Requirements: One year of relevant laborer experience, preferably in the vacation ownership or hospitality industry. Reliable transportation and a valid NYS driver's license that meets our insurance carrier's criteria to drive a company vehicle.

Knowledge of the Finger Lakes area is helpful but not necessary. For a complete list of duties and responsibilities go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1558375248859&rs=1&fromage=last&vjk=e4da914d77a99b92>

Indeed 5/21/19

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

- Looking for someone to join our team. Job is Monday thru Friday 6 a.m. to 2:30 p.m., some Saturdays. Must be on time; Know how to read a tape measure; Able to read drawings a plus, will train; Be able to lift, bend and carry materials; Forklift experience a plus. Smoke free work place. Be able to maintain a clean, safe work area; Be able to work without your phone glued to your hand!! Work to written and oral instructions. Craigslist post id: 6891099460 5/17/19

#### **Construction Laborer/Apprentice (Naples, NY)**

- Diversified Contracting is seeking construction laborers/apprentices to join our growing, quality oriented company. Immediate, full time openings now available. Be a part of our loyal team in the beautiful Finger Lakes region. Steady Work. Good Pay. Reliable transportation and a tobacco free workplace, a must. Full time, year round work! Skill Set Required: Ability to accurately measure. Ability to follow all safety regulations. Very comfortable and experienced with using all hand tools, equipment and materials common to the trade. We offer solid construction solutions including structural renovations; jacking & leveling, foundations, basements, excavation; site preparation, remodeling, house & building moving, retaining walls, septic systems, utility installation, etc. To apply go to: <https://fingerlakes.craigslist.org/trd/d/construction-laborer-apprentice-full/6887789448.html> Craigslist post id: 6887789448 5/14/19

## **SKILLED/MANUFACTURING**

#### **Assistant Wine Maker (Rock Stream, NY)**

- Barnstormer Winery is seeking an Assistant Wine Maker. Reports to: Proprietor/Winemaker & Winemaking Consultants. While also working closely with the Tasting Room Manager and Office Manager. Responsible for the quality, organization, and execution of winemaking activities from vineyard to bottle. Requirements: Associates degree in Enology, Viticulture, or similar field, or at least 2 years of relevant experience. Must occasionally lift and/or move up to 50 pounds. Must be comfortable working hands-on in a dynamic, fast-paced environment. Must be able to run and operate a forklift. Please contact Scott Bronstein directly at [scottbronstein@gmail.com](mailto:scottbronstein@gmail.com) with a resume and cover letter. Start date would be mid-July of 2019. Applications will be considered until June 9th. For complete details visit their Facebook page. Facebook 5/29/19

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

- The Arc of Yates is currently recruiting for Temporary Production Associate to be responsible for basic production assemble jobs. The Temporary Production Associate essential functions included, but not limited to: Identify tasks to be completed. Gather needed equipment and supplies. Perform quality production work required by assigned contract Complete tasks with high efficiency and accuracy. Return all equipment according to manufacturer instructions and recommendations. Communicate Effectively with other Production Associates and Supervisor. Adhere to all Agency policies and procedures and utilize appropriate process to report issues. Minimum Qualifications: Production Experience Preferred. Ability to lift Agency materials, equipment, etc. (minimum of 50 lbs.) Visit [www.arcofyates.org](http://www.arcofyates.org) to apply. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1558375248859&rs=1&fromage=last&vjk=e0b9acc7482fae2> Indeed 5/21/19

#### **Carpenter Skilled/Apprentice (Naples, NY)**

- Diversified Contracting is seeking skilled residential carpenters to join our growing, quality oriented company. Immediate, full time openings now available. Steady Work. Good Pay. Reliable transportation and a tobacco-free workplace, a must. We work all year round rain or shine. Examples of Duties: Constructs, modifies, and repairs wooden structures. Cleans equipment, shop area and work site area. Skill Set Required: Skills in the construction, repair, restoration and installation of wood or related materials. Ability to estimate time and materials needed for assigned work projects. Ability to accurately measure. Ability to follow all safety regulations. Ability to read blueprints and/or building sketches to prepare project layout. Very comfortable and experienced with using all hand tools, equipment and materials common to the trade. Knowledge of

all applicable codes, standards and regulations. To apply go to: <https://fingerlakes.craigslist.org/trd/d/carpenter-skilled-apprentice-full-time/6887785055.html>.

Craigslist post id: 6887785055 5/14/19

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

- Ferro Corporation has an opening for Supervisor III, Manufacturing/Operations. Responsibilities Related to the Job: Ensure that EHS policies are met and maintained. Fulfill corporate objectives and directives. Monitor and update quality documents as it pertains to warehousing procedures. Train and develop employees and monitor their performance and progress. Motivate, organize, and encourage teamwork with the warehouse staff to meet changing workload requirements. Communicate with surrounding departments to ensure that customer orders are processed in a timely, and efficient manner. Utilize SAP to monitor progress on customer orders. Establish priorities with staff members towards warehouse responsibilities. Assist with customer complaints, inquiries, and remedies. Brief Group Leader and staff members on issues and concerns. Coordinate with outside carriers, the schedules for both inbound and outbound shipments. Interact daily with the Transportation Planner to help coordinate export shipments in advance. Assess the warehouses ability to meet projected forecasts and develop/execute a plan to ensure success. Embrace a continuous improvement mindset, and always look for opportunities for improvement, and encourage the team to adopt the same. To apply, contact the employer online: <https://nlx.jobsyn.org/16a7252c7f1d49f49816b287bb71be24161>. OSOS 5/14/19

### **Shipping & Receiving Manager (Penn Yan, NY)**

- Ferro Corporation has an opening for Shipping & Receiving Manager. Responsibilities Related to the Job: Ensure that EHS policies are met and maintained. Fulfill corporate objectives and directives. Monitor and update quality documents as it pertains to warehousing procedures. Train and develop employees and monitor their performance and progress. Motivate, organize, and encourage teamwork with the warehouse staff to meet changing workload requirements. Communicate with surrounding departments to ensure that customer orders are processed in a timely, and efficient manner. Utilize SAP to monitor progress on customer orders. Establish priorities with staff members towards warehouse responsibilities. Assist with customer complaints, inquiries, and remedies. Brief Group Leader and staff members on issues and concerns. Coordinate with outside carriers, the schedules for both inbound and outbound shipments. Interact daily with the Transportation Planner to help coordinate export shipments in advance. Assess the warehouses ability to meet projected forecasts and develop/execute a plan to ensure success. Embrace a continuous improvement mindset, and always look for opportunities for improvement, and encourage the team to adopt the same. To apply, contact the employer online: <https://nlx.jobsyn.org/16a7252c7f1d49f49816b287bb71be24161>. OSOS 5/14/19

### **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
- Operator – 3rd shift
- Quality Control Auditor – Line - 3rd shift
- Skilled Trades/Building Maintenance/Grounds
- Warehouse - Forklift Operator

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

Workforce Development 6/3/19

### **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.

To receive automatic e-mail notification when a specific Civil Service exam or job announcement will be offered, please register with our automatic e-mail notification service. [Click Here](#) to download a printable application.

## Current Vacancies

Name (click to view job description)	Application Deadline
CLEANER - YATES COUNTY - FULL TIME	06/10/19
JAIL COOK - FULL TIME	06/14/19
LABORER - PART TIME SEASONAL - VILL PY	07/15/19
LIFEGUARD - PART TIME SEASONAL - VILL OF PY	07/15/19
LINEWORKER - PROOF OF QEP AND CDL REQUIRED	06/30/19
MOTOR EQUIPMENT OPERATOR (LIGHT) - YATES COUNTY HIGHWAY - INCLUDE DRIV LICENSE AND HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	06/12/19
TEACHER'S AIDE - DUNDEE SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	12/31/19
TEACHER'S AIDE - MARCUS WHITMAN SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	12/31/19
TEACHER'S AIDE - PENN YAN SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	12/31/19

### How to Take a Civil Service Exam

The New York State Constitution states that public employees must be hired for jobs on the basis of merit and fitness. The Constitution also states that, for most jobs, merit and fitness must be measured by examination. [Click here](#) for information from the New York State Department of Civil Service on how to take a Civil Service written test. *Please note, not all exams listed below are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

### 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

## 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>



# JUNE 2019

## June 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  <b>HSE:</b> 9am-12pm	4  <b>Monthly Exempt</b> 11:00am	5  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	6	7	8
9	10  <b>HSE:</b> 9am-12pm	11	12  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	13	14	15
16	17  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1:00 PM	18	19  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	20	21	22
23	24  <b>HSE:</b> 9am-12pm	25	26  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	27	28	29
30						

**\*Notes:**

\*HSE: High School Equivalency

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

# **Time is running out!**

## **Get your application turned in today!**

# **Do you want help finding a**

# **2019 Summer Job? SYEP**

The Yates County **Summer Youth Employment Program (SYEP)** can help with that!

Through Yates County Workforce Development, SYEP offers real-world work experience. We provide worksite placement, support and supervision during your employment as well as career guidance, money management, Personal Skills for Success training, job skill development and social growth.

### **Eligibility:**

- 14-20 Years Old
- Must Receive any of the following
  - Family Assistance
  - Medicaid
  - Food Stamps/SNAP
  - HEAP
  - Supplemental Social Security
- OR meet 200% federal income requirements

### **When & Where to Apply:**

- Applications will be available April 15th
- Yates County Workforce Development Office (Suite 2051 in the County Building)
- See your school Guidance Counselor
- Visit <http://www.yatescounty.org/406/Youth-Services> and print off an application
- Contact Christine Yonge, Youth Counselor
  - 315-536-5140 ext. 4

**APPLICANTS ARE PAID \$11.10 AN HOUR!**



***2019 YATES COUNTY SUMMER YOUTH  
EMPLOYMENT PROGRAM***

**Announcing**  
**OPEN INTERVIEWS**  
**for temporary**  
**PRODUCTION WORKERS**

Wednesday, June 12th  
11:00 am - 1:00 pm

Held at: The Print Shop  
240 North Ave.  
Penn Yan, NY 14527

Contact Ame Warren with any questions.

Apply online before @ [www.arcofyates.org](http://www.arcofyates.org)





**UR**  
MEDICINE

Home Care

## **Wanted: A Yates County Specific HHA**

*Looking for an individual who is dedicated to helping and enriching the life of our Yates County Seniors.*

**UR Medicine Home Care Offers FREE Training in Geneva!!!  
Home Health Aide Training starts 5/28/19 thru 6/14/19**

**Want to know some of the great benefits working for UR Medicine Home Care?**

- Paid mileage and travel time between cases
- Health, Dental and Life Insurance among other benefits available
- Paid time off and flexible scheduling

**If you require training, are certified as an HHA/CNA, or are a current nursing student, come talk to us!**

**For more information, call (585) 274-4286 or visit  
[urmhomecare.org/employment](http://urmhomecare.org/employment)**

# Apply Online!

Join the 2020 Census Team!

[2020census.gov/jobs](https://2020census.gov/jobs)

**1-855-JOB-2020**

**(1-855-562-2020)**

Federal Relay Service: (800) 877-8339 TTY / ASCII

[www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government.

The U.S. Census Bureau is an Equal Opportunity Employer.

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Bureau

Form D-448  
September 2018

United States<sup>™</sup>  
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**2020**