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Yates County Job Leads September 9, 2019

AUTOMOTIVE/DRIVERS

Counter Sales - Automotive (Penn Yan, NY)

- Parts Plus (Genuine Parts) has an opening for Automotive Counter Sales person. As an Automotive Counter Parts Sales person, you are looked at as the “face of the retail store” and the go to person as soon as our customers enter our retail stores. This is the right opportunity for you if you: Genuinely enjoy helping our retail and wholesale customers with their auto parts and service questions. Have gained your parts experience by working in the automotive industry or have gained your experience tinkering with/repairing cars & trucks through the years. You are willing to learn all things automotive if you don’t have the background in automotive parts. A Day in the life: Provide auto parts answers and solutions for our retail and wholesale customers. Bring customer focus and high energy to our stores. Welcome retail customers into our retail stores and engage to provide a positive consumer experience. Use technology (computer), cash register, telephone, and paper catalog system. Use your parts knowledge to assist other team members to answer questions for customers. What you’ll need: Previous experience in a parts store or automotive industry or at least a willingness to learn all things auto parts. High School Diploma or GED. Technical or Trade school courses or degree. Excellent verbal and written communication skills. Valid NYS Driver’s License. And if you have this, even better: Background and/or passion for automotive industry, heavy equipment, farm industry, diesel, marine, or dealership. Experience in a parts store, auction, retail store, auto body/collision. Knowledge of cataloging and/or inventory management systems, a plus. ASE Certifications. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=3237ca42070a3181>

Indeed 9/9/19

Sales Professionals (Penn Yan, NY)

- Business is booming at Friendly Dodge Chrysler Jeep in Penn Yan, NY and we are accepting resumes to hire: Sales Professionals with strong Sales or Customer Service Background. Product Specialists / Client Advisors / Internet Sales Associates. Interviews with our Managers are by appointment only – Submit your resume today! We are looking for professional, outgoing, hardworking individuals. We truly care about the wellbeing of our employees and their families, and we promote from within! We promote a workplace of integrity and respect. We care about our customers and it shows! Our management team, hot new products, lower interest rates and huge factory incentives have created a tremendous increase in our business. Submit your resume to this posting. No phone calls or drop ins please. Interviews are by appointment only. Please submit a current resume with personalized cover letter and salary expectations/ requirements. 2499 State Route 14A, Penn Yan, NY 14527. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&sort=date&start=10&advn=703711781680130&vjk=a1686b32cbfec00a>

Indeed 9/4/19

Motor Route Carrier (Penn Yan, NY)

- Penn Yan Motor Route Carrier needed to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver’s license. Must be dependable and reliable. Call Bob at 315-536-4422. The Chronicle-Express, 138 Main Street, Penn Yan • 315-536-4422

Chronicle Express 9/4/19

Auto Detailer (Stanley, NY)

- Remedy Staffing has a great opportunity for those with auto detailing experience in the Stanley, NY area. The right applicant will have experience detailing vehicles inside and outside. \$12.00/hr. 6:30am - 3:00pm Wed – Sun. Some

Automotive Counter Sales Trainee (Penn Yan, NY)

- NAPA Auto Parts is seeking an Automotive Counter Sales Trainee. This position is the ideal position for energetic people who have a passion for automotive parts, believe in taking care of the customer, and want to learn. As an Automotive Counter Sales Trainee, you will learn to deliver exceptional NAPA Know How service to our Wholesale customers and help Retail customers with their auto parts questions, do-it-yourself projects and auto parts needs. Ability to operate a cash register and navigate computer and paper catalog systems. Diversified role will balance time based on customer need between deliveries, in store customer service, inventory and other store duties. Passion for delivering customer care in a strong team environment. Requirements include: Excellent verbal and written communication skills. Motivated to train and learn. Ability to thrive and have fun in a busy, fast-paced retail environment. Minimum 18 years of age. Valid driver license and reliable transportation. Prior experience in the retail industry, preferably an automotive parts department, dealership, or retail establishment. High school diploma or GED. Able to work retail hours including weekends and holidays. Able to process cash, checks, and credit card transactions. Capable of lifting and moving items of up to 45 pounds. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&advn=6082998169555039&vjk=d7c86c0df15bab6c>

Indeed 8/27/19

Bus Operators (Penn Yan, NY)

- Yates Transit Service, Inc. is seeking full-time and substitute Bus Operators. Full Time Bus Operators - \$13.50 an hour. Substitute Bus Operators - \$12.50 per hour. Contact the Operations Manager, Lisa Minns, Yates Transit Service, Inc., 240 North Avenue, Penn Yan, NY 14527. Phone: 315-694-7700. www.yatestransitservice.com

Workforce Development 8/27/19

CDL Drivers (Dundee, NY)

- Cardinal Disposal is looking for full time 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%. Experience - truck driving: 1 year (Preferred) License - CDL (Preferred) To apply, contact the employer in person, by telephone, by email, or on-line: Mary Ann Lewandowski, 635 Shannon Corners, Dundee, NY 14837. Phone: (607) 243-7568. Email: maryann@cardinaldisposal.com. Web-site: <https://protect2.fireeye.com/url?k=95fd3122-c9d9c743-95ffc817-0cc47a6d17e0-27295d5499c7b695&u=http://www.cardinaldisposal.com/>.

OSOS 8/7/19

Mechanic (Dundee, NY)

- Cardinal Disposal has a fleet of over 15 trucks that needs 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

OSOS 8/7/19

CUSTOMER SERVICE/SALES

Sales Floor Associate (Penn Yan, NY)

- Dollar Tree is seeking Sales Floor Associates. Summary of Position: Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. Assist in the merchandising of the store. Fully cross-trained to assist with cash register operations, customer service and stock replenishment. Principal Duties and Responsibilities:

Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks. Works in a safe manner. Adheres to and upholds policies and procedures. Minimum Requirements/Qualifications: General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers. High level of integrity and honesty; will be responsible for handling cash. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=553387177c878398>

Indeed 9/9/19

Shift Lead (Penn Yan, NY)

- Walgreens has an opening for Shift Lead. Job Description: Opens and closes the store in the absence of store management, including all required systems start-ups, required cash handling, and ensuring the floor and stock room are ready for the business day. Responsible for opening back door of store for deliveries. Completes product returns, order voids, customer refunds, cash drops to the safe, and provides change as requested to cash registers. Models and delivers a distinctive and delightful customer experience. Assists with and coaches other team members to work with warehouse and vendor ordering process as the orders are created, reviewed, and received, including opening the backdoor for vendor deliveries. Responsible and accountable for registering all related sales on assigned cash register, including records of scanning errors, price verifications, items not on file, price modifications, and voids. Assist with bookkeeping activities, including cash report, cash counts, ledgers, and bill payment as necessary or as requested. Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs. Has working knowledge of store systems and store equipment. Assist at Pharmacy out window as requested. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Responsible for bag checks of team members before leaving the store. For complete details and to apply go to:

<https://nlx.jobsyn.org/7edaf49742424e2183b8dd89857e0c83161>

OSOS 9/8/19

Shift Manager (Penn Yan, NY)

- ALDI is looking for a full time Shift Manager. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. Position Type: Full-Time Starting Wage: \$18.25/manager hour worked plus a pay increase within the first year of employment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Alternates between Shift Manager and Store Associate duties on a rotating basis as established by store management. Supervises daily job responsibilities of store personnel in the absence of management. Ensures store personnel comply with all established company policies and procedures. Assists store management with achieving the store payroll and total loss budget. Supervises the day-to-day operations of their team, escalating issues to the appropriate level of support and/or leadership when necessary. Other duties as assigned. Education and Experience: High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. For a complete list of Duties and Responsibilities and to apply go to:

<https://nlx.jobsyn.org/85aa4d8d480040edac2391dc470eec76161>

OSOS 9/8/19

Store Associate (Penn Yan, NY)

- ALDI is looking for a part time Store Associate. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. Position Type: Part-Time Starting Wage: \$13.50/hour plus a pay increase within the first year of employment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Assists management in achieving store appearance and maintenance standards. Assists customers with problems or concerns, and contacts management as appropriate regarding customers with problems or concerns. Provides feedback to management on all products, inventory losses, scanning errors, and general issues that could impact productivity. Processes customer purchases, performs general cleaning duties, and stocks shelves and displays neatly to maximize visibility and sales. Other duties as assigned. Education and Experience: High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. A combination of education and experience providing equivalent knowledge. Job Qualifications: Knowledge/Skills/Abilities: Provides prompt and courteous customer service. Ability to operate a cash register efficiently and accurately. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal and written communication skills. Physical Demands: Ability to stock merchandise from store receiving to shelving. Ability to place

product, weighing up to 45 pounds, on shelving at various heights. Regularly required to sit, stand, bend, reach, push, pull, lift, carry, and walk about the store. For complete details go to:

<https://nlx.jobsyn.org/aad352df3c58409fa50905263987fc02161>

OSOS 9/8/19

Parts Sales Pro (Hall, NY)

- LandPro Equipment has an opening for a Parts Sales Pro. Purpose: Responsible for selling, receiving, and delivery of parts and accessories. In addition, performs in-store customer service, overall organizational promotion, and stocking duties. Responsibilities: Promotes and sells products and/or services to meet customer needs. Supplies Service Technicians with parts as required. Assists with preparing and maintaining merchandise displays. Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations. Assists in keeping parts department clean and orderly. Follows up on shortages and expedites issues by reporting to the manager. Assists in maintaining all departmental tools, equipment, and vehicles are in good working order. Requirements: Experience, Education, Skills and Knowledge: Basic data entry/keyboarding skills. Basic parts and machinery knowledge. Ability to use the John Deere Parts Catalog computer application. Ability to work in a team environment. Ability to lift items weighing up to 75 lbs. High School diploma or equivalent experience. Fork lift license preferred. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&sort=date&start=60&vjk=a40a9e610e6f428f>

Indeed 9/5/19

Gas Station Clerk (Penn Yan, NY)

- Penn Yan Express Stop is hiring most all shifts. 5-9 Saturday/Sunday's. Stop in to fill out an application. 101 North Ave, Penn Yan, New York 14527.

Facebook 9/4/19

Team Leader (Penn Yan, NY)

- Tractor Supply Company has an opening for Team Leader. This position is responsible for assisting the Store Manager and Assistant Store Manager with the execution of operational, sales, and merchandising objectives by providing outstanding customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as training Team Members on the appropriate application of policies and procedures. It is essential that you be available, flexible, adaptable, and service-oriented, as you must be able to fulfill all of the following requirements: Maintain regular and predictable attendance. Work scheduled shifts, and have the ability to work varied hours, days, nights, weekends, and overtime as dictated by business needs. Uphold and promote a safe and productive work environment by following and enforcing policies and procedures. Take the initiative to support selling. Experience: Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. Supervisory experience preferred. Must be at least 18 years of age and possess a valid driver's license. Education: High school diploma or equivalent is preferred, but not required. Regardless of education level, you must be able to read, write, and count accurately. To apply, go to: <https://nlx.jobsyn.org/3d6d4db07108478a8fee18617b4f6c18161>

OSOS 9/4/19

Clerk/Cashier (Dundee, NY)

- Dandy Mini Marts Inc. has an opening for Clerk/Cashier. This position is 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. Education and Training Required: Must have a high school diploma or a GED. Experience Requirements: Previous retail experience a plus, but not necessary. Must have strong communication skills and able to work in a high volume environment. Special Requirements: May be required to work holidays, weekends, overtime, or during hours other than those, which are considered as the normal work schedule. Must maintain professional appearance and conduct in representing the department and the Company to management, employees, and the public. Physical Demands: Standing for extended periods of time. Requires frequent bending and reaching. Requires lifting 10-20 pounds of weight frequently and up to 50 pounds of weight on occasion. Requires walking around the complex on a daily basis. For a complete list of duties and responsibilities and to apply go to:

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=20&vjk=38d5e30e7fc3383a>

Indeed 8/21/19

EDUCATION/SCHOOLS

Teaching Assistant (Dundee, NY)

- Dundee Central School has an opening for Teaching Assistant. Salary Range: As per contract. Requirements: New York State Certification. Start Date: ASAP. How to apply: Interested applicants should submit: Letter of Intent, Resume, References,

Placement Folder, Transcript. Application may be downloaded from website at: <http://dundeecs.org/staff/applications>. Respond By: September 27, 2019. Correspond With: Dundee Central School, 55 Water Street, Dundee, New York 14837-1099. (607) 243-5534. Selected Candidates will be contacted for interviews. Dundee Observer 8/28/19

Multiple Positions- Keuka College (Keuka Park, NY)

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit <https://keuka.edu/hr> Workforce Development 9/3/19

HEALTHCARE/HUMAN SERVICES

Youth Services Provider (Penn Yan, NY)

- Want to make a difference in a young person's life? Become a Youth Services Provider at Pathways, Inc. You would be a primary support to assist youth in various aspects of their life by paving the way to success that is both person-centered and strength based. Hours vary according to the needs of the individual served. Hours are primarily in the evenings and on weekends. For more information and to apply contact: Carolyn Little M.S., Manager of Youth Services, Pathways, Inc., 33 Denison Parkway West, Corning, NY 14830. 607-937-4551. Workforce Development 9/6/19

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: jchiccino@lochlandinc.org Workforce Development 8/29/19

RN Case Manager (Dundee, NY)

- Lifetime Care is seeking a full time RN Case Manager. The RN Case Manager is responsible for the delivery of comprehensive nursing care to a set of assigned patients at a specific point in time. This involves the assessment of patient and family needs and the development, implementation and evaluation of an appropriate Plan of Care, making changes in response to changing patient needs. The RN Case Manager identifies appropriate interdisciplinary services needed, coordinates those services and supervises Private Duty Nurses (PDN) as applicable. Consistently demonstrates high standards of integrity by supporting the Lifetime Healthcare Companies mission and values and adhering to the Corporate Code of Conduct. Maintains high regard for member privacy in accordance with the corporate privacy policies and procedures. Regular and reliable attendance is expected and required. For complete details and to apply go to: <https://recruiting.ultipro.com/EXC1006EHP/JobBoard/06b719af-daa0-40f4-8734-e330f26f401e/Opportunity/OpportunityDetail?opportunityId=3c0d4c1b-f22c-44eb-8c95-010da7c7c1c8&sourceId=cfb282a2-9f11-4a43-a0f4-c3ea31d4c165> OSOS 8/23/19

Peer Outreach Coach (Geneva, NY)

- Lakeview Health Services has an opening for Peer Outreach Coach. Individual will perform a wide range of recovery-based services, vocational/educational training, skills training, driving a company owned bus or van, transporting consumers to and from activities based on a pre-determined schedule, and reporting functions related to the day-to-day operations of the Psychosocial Club/Drop-in programs. Individual should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals' boundaries and differences. Peer also provides outreach services to help individuals link with the club program. Qualifications: High School Diploma and/or a minimum of 2 years of experience working with special needs consumers in a recovery-based or vocational/rehabilitative setting. Completion of the Peer

Certification Program is required within one (1) year of hire date. Possession of the CPRP credential is a plus. Must have a valid driver license or be eligible for the appropriate NY State driver license at time of application. Lived experience with mental health services. Shift Schedule: M-F 8:30am–4:30pm or 9am–5pm. Hiring Range: \$12.50 – 14.26/hr. plus benefits. Internal applicants please submit an internal application to your manager for approval. External applicants please visit our web site at: www.lakeviewhs.org. Workforce Development 8/21/19

Recovery Coach (Penn Yan, NY)

- Lakeview Health Services has an opening for Recovery Coach. Individuals should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals’ boundaries and differences. Qualifications: Any combination of education and/or experience providing the necessary skill and knowledge for successful performance would be qualifying. High School Diploma with a minimum 2 years’ experience working with special needs consumers in a recovery based or vocational/rehabilitative setting. Possession of the CPRP credential is a plus. Must have a valid driver license or be eligible for the appropriate NYS driver license at time of application. \$12.50-\$14.26 per hour, plus benefits. Internal applicants please submit an internal application to your manager for approval. External applicants please visit our website at: www.lakeviewhs.org. Workforce Development 8/21/19

Pro Action of Steuben and Yates – Multiple Positions

Substitute Opportunities

- Classroom Substitutes for Specific Locations
- Substitute Drivers

Temporary Opportunities

- Alternate Certifier
- HEAP Processors

Full Time Opportunities

- Child Care Developer Specialist
- Teaching Assistants
- Certified Teacher at Cooktown Head Start - Bath
- Receptionist Positions at Steuben County Community Services
- Infant/Toddler Support Staff
- Head Start Classroom Support Staff at Penn Yan
- Head Start Multi-Site Support Staff
- Head Start Birth to Five Education Coordinator
- Family Resource Center Assistant – Bath
- HEAP Clerk - Full-time, Full-Year Position in Yates County
- Home Visitor – Head Start/Early Head Start
- Employment Development Specialist
- Energy Programs Construction Laborer
- Early Childhood Education Specialist
- Infant and Toddler Specialist
- Parent-Child Educator/Home Visitor: Canisteo-Greenwood and Jasper-Troupsburg
- Parent-Child Educator/Home Visitor – Steuben County

Part Time Opportunities

- Project Care Van Driver
- Parent-Child Educator/Home Visitor – Yates County
- Senior Nutrition Program Site Coordinator

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

Workforce Development 9/9/19

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

- Adult Day Care Aide - SSH
- Case Managers, Health Homes - SSH

- CNA LTC - Homestead
- Critical Care Tech - SSH
- Customer Service Rep II – Patient Accounts - SSH
- ED Crisis Evaluator – SSH
- EMT Basic - SSH
- Graduate Practical Nurse-GPN – Homestead
- LMSW Social Work–Outpatient Counselor – JDK
- Long Term Care Clinical Leader- Neuro Behavioral Unit - Homestead
- LPN Clinic – FLH Medical
- LPN Clinic – Dundee Health
- LPN Internal Medicine – FLH Medical
- LPN Physical Practice – FLH
- Medic 55 - SSH
- Medical Records Coder I - SSH
- Nutritional Services Aide - SSH
- Physical Therapy Assistant -SSH
- Radiology Tech – SSH
- Rehab Aide – Acute - SSH
- Registration Representative - SSH
- RN Clinical Leader – Homestead
- RN Bedside – Med/Surg Acute - SSH
- RN Bedside – Unit 1 – Homestead
- RN Bedside – Unit 2 - Homestead
- RN Bedside – Unit 3 - Homestead
- RN Bedside - Emergency Dept. – SSH
- 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

Workforce Development 9/9/19

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

- Business Manager, Vocational Program – Full time \$16.00 per hour
- Care Manager – Full time \$19.00 - 20.00 per hour
- Classroom/Day Care Aide – Keuka Lake School – Full time \$11.10
- Custodial Crew Supervisor - \$14.00 per hour
- Custodian – Part Time - \$11.10 per hour
- Direct Support Professionals – Days Full time \$11.10 per hour
- Educational Associate - \$11.10-12.00 per hour – DRIVE Program
- Floor Care Technician – As Needed - \$11.10 per hour
- LPN – Part Time - \$17.00 - \$18.00 per hour
- Residential Direct Support Professional - \$11.10 - 13.50 per hour
- Substitute Direct Support Professionals - \$11.10 per hour
- Temporary Production Associate - \$11.10 per hour

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

Workforce Development 9/9/19

HOSPITALITY/RESTAURANT

Food Service Supervisor (Keuka Park, NY)

- The AVI Foodsystems operation at Keuka College in Keuka Park, NY is now hiring friendly, service-oriented people to join our dining team. If you have a passion for service and are looking for an opportunity that also provides a great work/life balance, we want to talk with you! We are currently seeking a Full-time Evening Food Service Supervisor whose

responsibilities will include: Plan, organize, and direct the work of hourly team members engaged in the storage, preparation, and serving of food. Assist in preparation of budget estimates and justifications for the food service program and maintains cost controls; plans and directs the ordering, receiving, and accounting of all food products, supplies, and equipment for food operation. Review and evaluate existing operational methods and procedures of food service program for effectiveness and efficiency, initiating changes as necessary to ensure compliance with federal, state, and county laws, rules, and regulations. Interview, select, manage, and develop hourly team members. Oversee the food safety aspects of the food service department to ensure full compliance with federal, state and other regulatory agencies. Participate in the development and adherence of policies and procedures that direct food preparation, distribution and service, purchasing, sanitation, safety practices, performance improvement, and staff education and development. Perform duties and responsibilities as necessary. Job Requirements: 3-5 years of food service chef/management experience. A formal culinary degree is welcomed, but not required. Must have prior experience leading, motivating and developing teams. Proven ability in meeting and maintaining budget goals. The ability to communicate effectively in both written and verbal form with clients and support staff. The ability to plan, organize, and direct the work of others. The ability to organize tasks and work independently. Benefits: AVI offers: A family culture and atmosphere. Competitive compensation. Health, dental, vision, and life insurance for full-time team members. 401(k) with generous company match. Paid vacations and holidays. Immense training and growth opportunities. We conduct pre-employment drug testing. EOE For more information please contact: jobs@avifoodsystems.com or go to: <https://nlx.jobsyn.org/4f8ea512ec6c41e09f7c9f9a4d07108d161> OSOS 9/6/19

Hotel Receptionist (Keuka Park, NY)

- Esperanza Mansion is seeking a Hotel Receptionist at the Front Desk working with guest reservations and computerized PMS system. Event coordination and other office duties. Must have strong computer skills, excellent phone and customer service skills. Must be organized and dependable, able to work days, evenings and weekends. To apply please go to our Facebook page. Facebook 9/1/19

Porter/Dishwasher Supervisor (Keuka Park, NY)

- Esperanza Mansion is seeking a Porter/Dishwasher Supervisor. Experienced individual to work in and manage dish-room and staff. Must be experienced in restaurant kitchen environment and dependable, organized and have leadership qualities. Afternoons and evenings, Wednesday to Sunday. Top paying position - Full time. To apply please go to our Facebook page. Facebook 9/1/19

Production Baker (Dundee, NY)

- Tabora Farm & Winery is seeking a full time Production Baker. Now taking applications. Open 9am-7pm, 7 days a week. 4978 Lakemont Himrod Rd., Dundee, NY 14837. Chronicle Express 8/28/19

Assistant General Manager (Keuka Park, NY)

- Esperanza Mansion is seeking an Assistant General Manager. Directs and coordinates hotel and restaurant activities to obtain optimum efficiency and economy of operations and maximize full potential with a balanced focus on hospitality mission, guests, employees and owner's satisfaction. PREREQUISITES: Strong management skills, ability to appropriately assign or delegate work and authority to others in the accomplishment of goals. And provide coaching, advice and assistance as required. Available to work when needed, including weekends, holidays, and nights. EDUCATION: A University degree or diploma in hotel management or a related field with experience in opening, managing or re-positioning a hotel with clear track record. Experience in financial accounting, personnel supervision and problem resolutions is an added advantage. Excellent computer system skills. EXPERIENCE: At least 5 to 10 years experience in the hospitality industry, with significant luxury and international experience. And at least 3 to 4 years of experience as a Head of the Development or Asst. General Manager or Executive Assistant Manager. Full time. Salary: \$40,000.00 to \$55,000.00 /year. For a complete list of duties and responsibilities and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=47f634983b7790c4> Indeed 8/27/19

Tasting Room Staff (Seneca Lake, NY)

- Join the Red Tail Ridge crew and discover a part time job you can be passionate about. We are currently looking for a part-time tasting room staff member to serve our cool climate vinifera wines to customers and handle retail transactions. Successful candidates will have customer service and retail experience. Wine knowledge is a plus and the candidate must be eager to expand their wine knowledge through staff training. Hours available are: weekends mostly, with occasional weekdays depending on availability. Must have access to reliable transportation and able to work autonomously and as part of a team. Busiest time of the season will be late summer and fall. This job is the front line of our winery, so the

successful candidates will work to create the best experience for their customers while highlighting our wines. For a complete list of responsibilities and to apply, visit our Facebook page. Requirements: Prior customer service experience is desirable. Must be able to work weekends. Friendly personality and able to talk in front of groups. Desire to learn and educate consumers about grapes, wine and the Finger Lakes Region. Must be able to lift over 40 lbs. Must be over 21 years of age. To apply please visit our Facebook page. Facebook 8/23/19

Various Positions (Branchport, NY)

- Esperanza Mansion has the following open positions. Restaurant Servers; Bartenders; Food Runners; Busser; Host; Part time and full time positions. Open now – Lunch/Dinner and Events. Please visit their Facebook page to apply. Facebook 8/23/19

Grill Prep and Waitress (Dresden, NY)

- Dairyman's Diner has two part time positions available. Grill Prep and Waitress. 10-2 during the week; weekends flexible. Call 315-536-9259 or stop in for an application. Workforce Development 8/22/19

Tasting Room Associate (Dundee, NY)

- Starkey's Lookout Winery/Brewery Tasting Room Associate is responsible for handling tasting room sales, event bartending, and creating a world-class customer service experience for our guests. This position is key to growing our brand and increasing sales and profitability. This is a fast paced job. The right candidate will have passion, energy, and creativity while driving profitability and brand success, and promoting excellent customer service in our tasting room. Specific duties are as follows: Maintain a pleasant, positive, can-do, team-oriented environment focused on superior customer service and growing the winery/brewery brand and meeting sales and profitability goals. Maintain standard operating procedures for the tasting room and assist in day to day tasting room operations, including maintaining a thoughtful, inviting, and clean tasting room. General Requirements and Expectations: Must be 18+; Available to work a flexible schedule to meet the needs of the business, including weekend and evening shifts and private events. Energetic, motivated, self-directed personality. A passion for wine, beer, and a positive, team-oriented attitude. Strong interpersonal skills and a passion for working with people, and a focus on and passion for superior customer service. Ability to prioritize and manage multiple tasks. Ability to communicate clearly and concisely both verbally and in writing. Ability to operate point of sale; Complete TIPS training course; Ability to stand for 8 or more hours at a time, and lift up to 40 lbs. Please email for an application or stop into 5428 State Route 14 Dundee, NY 14837. Craigslist post id: 6959968138 8/19/19

Various Positions (Penn Yan, NY)

- Finger Lakes Premier Properties has several openings. Owner Services Representative * Housekeeper * Reservation Administrator * Residential Maintenance Laborer * Keuka College Facilities Manager. For job descriptions, qualifications and to apply go to: <https://www.indeed.com/cmp/Finger-Lakes-Premier-Properties/jobs> Indeed 9/9/19

Various Positions (Penn Yan, NY)

- Microtel Inn & Suites has several openings. * General Manager * Guest Services Manager * Front Desk Agent * Night Auditor * Breakfast Attendant * Executive Housekeeper * Housekeeping * Houseperson * Laundry Attendant * Maintenance * Assistant Executive Housekeeper. For details or to apply go to <https://www.indeed.com/> Indeed 9/9/19

OFFICE WORK/MANAGEMENT

Account Clerk Typist (Penn Yan, NY)

- Yates County is seeking a part time Account Clerk Typist. The position involves responsibility for the performance of clerical work and the substantial operation of a personal computer, and/or other keyboarding or data entry equipment, utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records, including those of a computerized nature. Employees in this class may perform or assist in performing more difficult and responsible phases of this work. The work is usually performed under general supervision on standard assignments in accordance with prescribed procedures. Supervisors are available for consultation on unusual problems, and provide detailed instructions for all new or more difficult assignments. Performs related work as required. Minimum Qualifications: Graduation from high school; or possession of a high school equivalency diploma; AND Completion of one year (30 credit hours) of study from a regionally accredited college, university, or business school, or one accredited by the New York State Board of Regents to grant degrees; which shall have involved business and/or financial coursework; AND One (1) year of full-time or equivalent part-

time paid clerical experience, which shall have involved the checking and/or maintenance of financial accounts and records, and the use of a personal computer (PC) with a standard keyboard; OR Two (2) years of full-time or equivalent part-time paid clerical experience, which shall have involved the checking and/or maintenance of financial accounts and records, and the use of a personal computer (PC) with a standard keyboard. Application Deadline: September 19, 2019. To apply go to: <https://www.yatescounty.org/203/Personnel> Yates County Personal 9/3/19

Sr. Teller 2 (Penn Yan, NY)

- Community Bank has an opening for Sr. Teller 2. A Senior Teller 2 monitors branch service operations in a large size branch by assisting and training less experienced tellers, overseeing the vault and being responsible for branch cash levels, plus preparing required operational and regulatory reports. These duties will coincide with the responsibility of performing customer transactions on the teller line. Minimum of five (5) years of teller experience is normally required. Education, Training and Requirements: High School Diploma or GED. Internal product and services knowledge. Skills: Accurate and proficient math. Documentation skills with attention to detail. Excellent interpersonal and communications skills. Clear thinking and ability to stay focused. Thorough knowledge of Bank products. Demonstrated leadership ability. Responsibilities: Routinely perform transactions on service line to provide quality customer service and a positive banking experience by handling financial transactions (i.e. cashing checks, handling deposits/withdrawals, etc.) with a professional attitude. Actively listen for potential sales opportunities to promote specific bank products and services, and refer customers accordingly. Conduct customer transactions with accuracy and prepare daily balancing within established operational standards. Oversee and provide guidance to tellers during daily branch service operations to ensure good customer service and adherence to bank procedures. Balance branch cash and monitor cash levels; order cash from or ship cash to The Federal Reserve when necessary. Prepare required regulatory and internal operational reports. Participate with audits of key branch functions. May perform duties of a Customer Service Representative as needed. Maintain knowledge of daily ATM balancing and maintenance, if applicable. Perform other duties as assigned or directed. Maintain proficient knowledge of, and demonstrate ongoing compliance with all laws and regulations applicable to this position, ensure ongoing adherence to pertinent policies, procedures and internal controls, and meet all job-specific requirements in a timely fashion. Other information: As an integral member of the Branch, this position is also responsible to provide assistance wherever necessary to help the Branch and the Bank in achieving their annual goals. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands or arms, and speak and hear. The employee may occasionally be required to lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to focus. To apply, contact the employer online: <https://nlx.jobsyn.org/9bb6ed34019c4b4c85dfce4440f5eaff161> OSOS 8/31/19

Receptionist (Penn Yan, NY)

- H&R Block is seeking customer-centric seasonal ****Receptionists**** who can work in multiple locations with a flexible schedule during the tax season from January to April. As a Receptionist in an H&R Block office, you'll be an integral part of showcasing our passion and pride and delivering on our purpose: To provide help and inspire confidence in our clients and communities everywhere. After successfully working this tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement. What you'll do: Greet clients in a personalized, friendly, and inviting manner. Match clients with the best-suited tax professional for their needs. Schedule clients how they would like to be scheduled. Handle client exits by ensuring all current and future needs are met. Maintain office cleanliness and organization of resources with team members. Other duties assigned. Minimum Qualifications: High School Diploma or equivalent. Experience working in a fast-paced environment. Previous experience in a customer service environment. It would be even better if you also had: Sales and/or marketing experience. Ability to multi-task. Strong organizational and time-management skills. Knowledge of cash register operation. Knowledge and experience with a Windows based computer system. Bilingual candidates strongly encouraged to apply. To apply, contact the employer online: <https://nlx.jobsyn.org/1b3c05bdffd14c0f897f35800907bffb161> OSOS 8/28/19

Acquisition Tax Professional (Penn Yan, NY)

- As a representative of H&R Block, you are responsible for preparing complete and accurate tax returns, introducing clients to and offering other H&R Block financial products and services with the goal of helping clients achieve their financial objectives. This job title includes the Certification Level/Titles referenced in the H&R Block Tax Professional Certification Program. Essential Duties and Responsibilities: 1. Prior to beginning the tax interview, confirm that the client received a copy of H&R Block's Privacy Policy as required under the Gramm-Leach-Bliley Act. If the client didn't receive the Privacy

Policy, provide a copy to the client. 2. Conduct tax interviews and research tax questions for the purpose of preparing complete and accurate returns. Review completed tax forms for accuracy and compliance with the District General Manager's instructions. Refer more complex returns to a more experienced Tax Professional in accordance with the District General Manager's instructions. 3. Provide tax information to clients as it relates to tax preparation and refer any unresolved client concerns in accordance with the District General Manager's instructions. 4. Finalize tax returns so client can either request electronic filing or make arrangements to pick up completed return at the tax office. 5. Communicate the fee for products and services in accordance with established company schedule of charges. Collect necessary fees and submit fees and related documentation in accordance with the District Manager's instructions. 6. Assist in transitioning acquired clients to H&R Block brand 7. Provide any additional research or follow-up necessary to change or update returns and contact client of the required changes. 8. Promote and provide additional or alternative tax and financial products, which the company may make available. 9. Take initiative to seek new clients by asking current clients for referrals and actively develop and execute client acquisition plans. 10. Remain current with company policies and procedures related to tax preparation and offering other financial products. Read other business publications, as recommended by the District Manager's instructions. 11. Prepare any additional administrative forms as required by H&R Block 12. Attend training required for the position. 13. Assist in maintaining proper office appearance and cleanliness. Ensure that workstation is neat and clean at all times. 14. May perform duties of other office support positions. As necessary, assist in opening the office and participate in the end of the day processes related to accounting, office appearance, and office closing. 15. Other duties, as assigned. Minimum Qualifications: Education: These skills are typically acquired through the completion of a high school diploma or equivalent. Additional course work in math is preferred. Experience: These skills are typically acquired through the successful completion of the H&R Block Income Tax Course or equivalent and have passed the examination with a grade of 80% or better. Associate must participate in the 18-hour continuing education requirement in order to be considered for rehire. Must have good verbal and written communication skills and effectively communicate in person. Previous experience in a customer service environment is helpful. Preferred: Ability to communicate tax and financial advice clearly and effectively with the public in a variety of situations including but not limited to public speaking engagements. To apply, contact the employer online:

<https://nlx.jobsyn.org/c044960b0b694db29de38c288ceedace161>

OSOS 8/28/19

Sales Executive (Penn Yan, NY)

- The Chronicle-Express is currently accepting resumés for Part Time Multi-Media Sales Executive for New Business Development and Special Sections. Looking for energetic, motivated individual to develop and sell print and digital advertising opportunities for local businesses. Will specialize in new business growth and special supplemental products. Must have: Excellent communication and organizational skills, strong computer skills, valid driver's license and reliable vehicle. Work 15 to 20 hours, three days/week, approximately 9:00am-2:30pm. Hours can be flexible. Hourly wage plus potential for commission. Mileage reimbursement monthly. Please send resume to: CandyScutt@Chronicle-Express.com.

Chronicle Express 8/27/19

Production Assistant & Independent Sales Executive (Penn Yan, NY)

- WYLF is seeking a part time Production Assistant & Independent Sales Executive. The Production Assistant is responsible for commercial production. Reviewing and recording commercials, voicing and editing commercials, downloading programs for air, loading commercials and programs in a timely fashion into the broadcast automation system, making transmitter readings, and other duties as needed. Qualifications: High School Diploma. Radio & sales experience a plus. Very good computer skills, good speaking voice & writing skills needed. Must have reliable transportation. Looking for a reliable & long term employee. May combine with Sales Executive for greater income. Independent Sales Executive: Develop new clients for radio advertising. Build relationships with advertisers & provide excellent customer service. Copywriting skills, good organization and follow up, contract negotiation. Requirements: Previous sales experience & High School diploma. Professional appearance and presentation. Good computer skills. Contact: admin@wylf.com

Chronicle Express 8/27/19

Administrative Assistant (Penn Yan, NY)

- Full time, 12 month opening in Penn Yan estate paralegal office. The work involves responsibility for a variety of clerical and office tasks and proficient use of a computer- specifically MS Word and MS Excel. Applicants are expected to act and dress in a professional manner, and must be accurate, detail oriented, organized, and possess good public interpersonal skills. Confidentiality is essential. An aptitude for numbers is required. There is opportunity for professional growth. Each applicant must have a high school diploma or equivalent, and/or paid clerical experience. Knowledge of legal terminology helpful but not required. Send resume and cover letter to rachaelrobak@gmail.com. All interested candidates must complete a series of short, online assessments targeted at the skills needed for the position. Must be punctual. Must

maintain confidentiality. Must refrain from using cell phone and social media during work hours. Must demonstrate appropriate conservative dress, and communication skills with clients.

Workforce Development 8/26/19

Sr. Teller 1 (Rushville, NY)

- Community Bank has an opening for Sr. Teller 1. A Sr. Teller 1 monitors branch service operations in a small or medium size branch by assisting and training less experienced tellers, overseeing the vault and being responsible for branch cash levels, plus preparing required operational and regulatory reports. These duties will coincide with the responsibility of performing customer transactions on the teller line. Minimum of four (4) years of teller experience is normally required. Skills: Accurate and proficient math; Documentation skills with attention to detail; Excellent interpersonal and communications skills; Clear thinking and ability to stay focused; Thorough knowledge of Bank products; Demonstrated leadership ability. For a complete list of responsibilities and to apply go to: <https://nlx.jobsyn.org/a52df8f14c274a5baad7188b96f2cf26161>

OSOS 8/17/19

Financial Controller (Penn Yan, NY)

- Finger Lakes Community Health is seeking a Financial Controller. Under the direction of the CFO, supervises the administration of the Finance department consistent with Finger Lakes Community Health policies and procedures. The Controller will manage the day to day operations of the accounting department, including maintaining accounting systems, financial reporting, and staff supervision. This position will also be responsible for oversight of processing of company payroll. Main Responsibilities: Directly oversees all aspects of the accounting function of Finger Lakes Community Health. Manages accuracy and productivity of accounts payables/receivables and purchase order system. Assists, along with CFO, allocation and management of grant funding. Oversees day to day financial reporting, including monthly financial statements, audits and cash flow management. Oversees biweekly processing of company payroll. Provides analysis of budgets and financial trends. Works with company leadership to determine long term financial objectives and strategic planning. Experience: Relevant: 5 years (Preferred). Education: Master's (Preferred). License: CPA (Preferred). This job is ideal for someone who is: Autonomous/Independent -- enjoys working with little direction. Innovative -- prefers working in unconventional ways or on tasks that require creativity. High stress tolerance -- thrives in a high-pressure environment. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&advn=126109652890495&vjk=b1eb842baa236f90>

Indeed 8/16/19

Planner, Lead Production (Penn Yan, NY)

- Ferro Corporation has an opening for Planner, Lead Production. The primary purpose of this position is to manage the production planning of an assigned set of product families and/or production lines within an assigned plant. This position requires the ability of an individual to work in a heavily matrixed organization interacting with manufacturing and purchasing professionals to identify, develop, plan, and implement the site business needs. Social Responsibilities: Maintain compliance with Ferro's Code of Business Conduct, policies and procedures, management systems, and all applicable Environmental, Health, Safety other regulations. Act according to the Ferro's Values & Behaviors. Required Qualifications and Knowledge: Bachelor's degree in Supply Chain, Engineering or Finance preferred. 5-8 years' experience in Supply Chain required. Candidates must have thorough knowledge of MRPII and/or APICS supply chain processes. Must possess a thorough working knowledge of SAP or similar ERP system. Candidate should possess excellent problem solving, analytical, and communication skills. Competencies/Job Skills: Good organizational skills. Ability to multi-task, make priority decisions and solve problems in a fast paced, dynamic environment. Strong communication skills, verbal and written. Ability to act as a change agent. For complete list of responsibilities and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=0aedc7e76d5d6ec5>

Indeed 8/15/19

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

Workforce Development 8/15/19

LABOR/AGRICULTURAL

Cleaner (Dundee, NY)

- Town of Starkey seeks a Cleaner for weekly light cleaning. Flexible schedule. If interested, please send resume/letter of interest and references to 40 Seneca St, Dundee, NY 14837. Contact Town Clerk at 607-243-5410 for more information.
Dundee Observer 9/4/19

Sorters (Stanley, NY)

- Remedy Staffing is looking for sorters in a local Stanley, NY recycling company. No experience required. 1st shift, 6am – 4:30pm, \$12.00. 10 hour days, 4 days/week! Monday – Thursday. Apply Today, work tomorrow! To apply go to:
www.remedystaff.com 315-781-6200 Workforce Development 9/3/19

Packer/Inspectors (Penn Yan/Dundee, NY)

- Remedy Staffing is looking for dedicated workers to prove themselves through great attendance and performance. This will give you great opportunity to grow with in the company. Local thriving Penn Yan/Dundee company looking for Packer/Inspectors. 40 hours/week with opportunity for OT. \$12.25-12.50 Based on Shift. 8 hour shifts. Uniforms provided, discount ticket sales on-site, free coffee, water, ice cream and yogurt! Benefits and 401K available upon hire. Apply Today!
www.remedystaff.com 315-781-6200 Workforce Development 9/3/19

Assembly Worker (Penn Yan, NY)

- Remedy Staffing is seeking an Assembly Worker to become an integral part of our Penn Yan, NY team! You will perform assembly line tasks as well as identify areas of improvement to increase efficiency. Pay rates starts at \$12.85/hr. Responsibilities: Work with a team to assemble entire products or components. Rotate through tasks for specific production processes. Maintain a clean and orderly work area. Using hand power tools to assemble large parts. Must be able to lift and work with other team members in this state of the art plant. Working with metal and fiberglass parts. Able to follow directions and work at a steady pace. Qualifications: Previous experience in manufacturing, assembly, construction, carpentry or other related fields. Familiarity with assembly/carpentry tools and equipment. Ability to handle physical workload. Ability to work well in teams. Ability to thrive in a fast-paced environment. Lifting 50 lbs. HSE or GED. Apply Today! www.remedystaff.com 315-781-6200 Workforce Development 9/3/19

Forklift Operators (Penn Yan/Dundee, NY)

- Remedy Staffing is looking for dedicated workers to prove themselves through great attendance and performance. This will give you great opportunity to grow with in the company. Local thriving Penn Yan/Dundee company looking for experienced Forklift Operators. 40 hours/week with opportunity for OT. \$13-13.50 Based on Shift. 8 hour shifts. Uniforms provided, discount ticket sales on-site, free coffee, water, ice cream and yogurt! Benefits and 401K available upon hire. Apply Today!
www.remedystaff.com 315-781-6200 Workforce Development 9/3/19

Harvest Helper (Dundee, NY)

- Harvest help needed at local vineyard. McGregor Vineyard is looking to hire helpers to lift and pack grape boxes. Must be able to lift 30lbs multiple times per day. Work will be 2 to 3 days per week Monday through Friday, 7am to 4pm. Work will last through November with the possibility of continuing past November if it is the right person. Must have reliable transportation to and from work. Call David at 585-519-9804 and leave a detailed message. Please no calls after 8 pm.
OSOS 8/15/19

SKILLED/MANUFACTURING

Facility Maintenance Technician (Penn Yan, NY)

- Conifer Realty LLC has an opening for a part time Facility Maintenance Technician. Position: Facility Maintenance Technician-Part-Time 20 Hours/Week. Immediate opening, Monday-Friday 8AM-12PM. Indoor and outdoor maintenance of Conifer's conveniently located apartment community at Meadowside Apartments I & II, located in the village of Penn Yan, NY. Candidates must be skilled in drywall repair, painting, light plumbing, basic electrical; HVAC experience strongly preferred. Minimum 1-2+ years prior experience, preferably in apartment maintenance helpful. Position is also responsible for grounds maintenance and snow removal. Must be able to adapt to changing work priorities. Strong customer service skills required. Able to manage costs with some prior budget experience helpful. Will be responsible to cover on-call emergencies on a rotational basis, which are not frequent, including an occasional call on a Saturday or Sunday. Reliable

transportation and valid drivers' license desired. Background check and drug screen conducted. View Conifer's apartment community's website here: <https://coniferllc.com/properties/meadowside-i-apartments/>. Full benefit package for part-time positions includes short-term disability, paid time off, paid holidays if it's your regular scheduled work day, and 401K with company match. Go to website link www.careersatconifer.com and scroll to job # NY19239 to complete the required online application and attach your resume.

OSOS 9/7/19

CNC Machinist (Penn Yan, NY)

- Castner's Performance Systems has a machinist job available; PAY \$16-26/Hr: strong lathe skills, manual, cnc lathe, and mill programming. Mastercam a plus! This is a full time position with an established privately held company. Castner's Performance offers flexible hours, promotes a team environment, and a benefits package. Applicant must be within commuting distance of Penn Yan, NY. We need a committed applicant with a strong work ethic and excellent organizational skills. If you can learn in a fast-paced dynamic environment, this position can offer a rewarding chance to increase your experience and knowledge. Hours: Flexible M-F, currently working 40 plus hours, overtime as needed. Experience: 3+ years solid tool room, prototype, manual machining, manual or CNC experience, or machine operator. Confidence needed in running manual lathe and mill is required. Experience in conversational programming any CNC mills and lathes is desired. Mazatrol programming on multi axis lathes is desired. Mastercam programming desired but not required. Diplomatic communication with our CAD department and assembly staff is a must. Ability to set-up, change tools, offsets and make adjustments necessary. Prototype and tool design experience is a desired. Must be able to read and interpret blueprints, as well as understand mechanical assemblies. Ability to inspect parts to print and various process requirements using a variety of inspection equipment. Must be reliable and self-motivated with adequate transportation. Must have tool box with basic machinist tools. Proficient Math Skills. Must be Organized. This is a set-up & run position. You WILL be running a machine as well as assisting operators. Deburring, grinding, tapping, finish hand work, cutting stock and other prep and finish work is included with this position. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&sort=date&start=10&advn=1795691611361842&vjk=7fb2e3ab04603cbd>

Indeed 9/5/19

Various Positions (Penn Yan, NY)

- Connect-A-Service is now hiring field assistants. Openings available for reliable workers for multi-tasking (yardwork, docks, cleaning, assisting on skilled jobs). Driver's license helpful. Also, seeking skilled responsible individual with carpentry, plumbing, electrical capabilities. Good work ethic; own tools and driver's license helpful. Applications a must at Connect-A-Service. To apply, contact the employer in person, by telephone, or by email: Human Resources, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. Phone: (315) 536-4733. Email: connectaserviceinc@gmail.com

OSOS 8/27/19

Heavy Equipment Foreman (Penn Yan, NY)

- City Hill Excavating Inc. Is currently hiring Heavy Equipment Experienced Foreman in the Excavation field. If you are looking for a competitive paid position with benefits, and plenty of room to advance your career in the Excavation and Construction industry this is the position for you! Benefits Include: Health insurance including Vision, and Dental; 401K (retirement plan); All major Holidays paid; Vacation time. Must Have: Valid Driver's License; Experience reading site plans. Experience Required. *Pay Based on Experience*. Requirement: Must be able to pass Pre-Employment and Random Drug Test(s). To apply go to <https://fingerlakes.craigslist.org/trd/d/dresden-heavy-equipment-foreman-needed/6963128797.html>

Craigslist post id: 6963128797 8/23/19

Heavy Equipment Operator and Laborers (Penn Yan, NY)

- City Hill Excavating Inc. Is currently hiring Heavy Equipment Operators and Experienced Laborer positions in the Excavation field. If you are looking for a competitive paid position with benefits, and plenty of room to advance your career in the Excavation and Construction industry this is the position for you! Benefits Include: Health insurance including Vision, and Dental; 401K (retirement plan); All major Holidays paid; Vacation time. Must Have (Operator): Valid Driver's License; Prior Heavy Equipment operating experience; Experience reading site plans. *Pay Based on Experience*. Must Have: (Laborer): Valid Driver's License. *Pay based on experience*. Requirement: Must be able to pass Pre-Employment and Random Drug Test(s). To apply go to: <https://fingerlakes.craigslist.org/trd/d/dresden-heavy-equipment-operator-and/6963049903.html>

Craigslist post id: 6963049903 8/23/19

Carpenter (Naples, NY)

- Diversified Contracting is looking for a skilled Carpenter to join our team. Pay is based on experience, and skill level. Diversified Contracting provides year round work, this is not a seasonal position. If you are interested in joining a team you can grow with that rewards hard work, apply today. Need: Valid Driver License; Reliable Transportation (To meet before

site); Positive Attitude; Willingness to learn and perform all levels of required skill. Please attach resume and note the best way of contact. To apply please visit our Facebook page. Facebook 8/23/19

KanPak - Multiple Positions (Penn Yan, NY)

- Downline Packer - Production - F/T - 3rd shift Production
- First Shift Lead – Food Manufacturing
- Maintenance Tech – 3rd shift – Food Plant
- Operator - 3rd shift
- Production - Downline Packer - F/T - 2nd shift Production
- Quality Control (QC) Auditor-Line - 2nd shift
- Warehouse - Forklift Operator - all shifts
- Wastewater Treatment Operator – 3rd shift

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

Workforce Development 9/9/19

Job Leads for Surrounding Counties

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

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

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

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

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.

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.*

Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
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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.

Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
ACCOUNT CLERK TYPIST - PART TIME - PUBLIC HEALTH	09/19/19	APPLY
BUS DRIVER - FT - MARCUS WHITMAN CENTRAL SCHOOL	09/30/19	APPLY
BUS MONITOR - FT - MARCUS WHITMAN CENTRAL SCHOOL	09/30/19	APPLY
CONSERVATION DISTRICT ASSISTANT	09/18/19	APPLY
CONSERVATION DISTRICT TECHNICIAN	09/18/19	APPLY
SENIOR ACCOUNT CLERK TYPIST - SOCIAL SERVICE DEPARTMENT	09/26/19	APPLY
TEACHER'S AIDE - DUNDEE SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	12/31/19	APPLY
TEACHER'S AIDE - MARCUS WHITMAN SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	12/31/19	APPLY

Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
YC-5	ACCOUNT CLERK TYPIST	CR	N/A	N/A	APPLY
YC-6	CASEWORKER	CR	N/A	N/A	APPLY
YC-3	CLERK	CR	N/A	N/A	APPLY
19070	COMPUTER AIDE	CR	N/A	N/A	APPLY
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A	APPLY
	CORRECTIONS OFFICE/COURT SECURITY (PART TIME)	CR	N/A	N/A	APPLY
	CORRECTIONS OFFICER (PART TIME)	CR	N/A	N/A	APPLY
YC-11	CUSTODIAN	CR	N/A	N/A	APPLY

YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A	APPLY
	DEPUTY SHERIFF (PART TIME)	CR	N/A	N/A	APPLY
	DISPATCHER (PART TIME)	CR	N/A	N/A	APPLY
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
	MARINE PATROL OFFICE (PART TIME)	CR	N/A	N/A	APPLY
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A	APPLY
	PHYSICAL THERAPIST	CR	N/A	N/A	APPLY
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A	APPLY
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A	APPLY

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>

September 2019

September 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 Labor Day OFFICE CLOSED	3 Monthly Exempt Meeting: 11am	4 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	5	6	7
8	9 HSE: 9am-12pm	10	11 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	12	13	14
15	16 HSE: 9am-12pm Jump Start: 1pm	17	18 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	19	20	21
22	23 HSE: 9am-12pm	24	25 HSE: 9am-12pm JRT 12:30pm – 1:30pm Life Skills 1:30pm-2:30pm	26	27	28
29	30 HSE: 9am-12pm					

***Notes:**

*HSE: High School Equivalency

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



Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456

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