

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

Yates County Job Leads September 3, 2019

AUTOMOTIVE/DRIVERS

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 computer skills. Be able to read and write English. Valid driver license preferred. Dependable transportation. No HSD/GED required. Apply Today! www.remedystaff.com 315-781-6200 Workforce Development 9/3/19

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

Automotive Technicians (Penn Yan, NY)

- Friendly Dodge Chrysler Jeep in Penn Yan, NY is seeking Automotive Technicians. B & C level technicians encouraged to apply. ASE Certifications - a plus. Business in our shop is booming and we need to fill these positions now! Let us make you an offer! We are ranked number one by our customers in sales, customer satisfaction, service & parts. Best pay plan in the region! Interviews with our Managers are by appointment only – Submit your resume today! Friendly Dodge Chrysler Jeep 2499 State Route 14A, Penn Yan, NY 14527
Craigslist post id: 6952205173 8/12/19

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

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

Various Substitute Openings (Hammondsport, NY)

- Hammondsport Central School is accepting applications for Substitutes in the following areas: Instructional: Teacher and Teacher Assistant. Non-Instructional: Teacher Aide, Cleaner, Bus Driver and Food Service. Interested persons may obtain an application and NYSED fingerprint clearance information from the District website, www.hammondsportcsd.org. Completed applications, letter of interest, resume, credentials, and proof of NYSED fingerprint clearance may be mailed to Nancy Clark, District Clerk, Hammondsport Central School, 8272 Main Street, Hammondsport, NY 14840 or submitted directly to the District Office. Dundee Observer 8/21/19

Teacher (Penn Yan, NY)

- St. Michael's School is seeking a Kindergarten teacher to join our committed team of educators. Ideal candidate for this position is an energetic, patient, caring individual. Qualified candidates will have a passion to teach children and is interested in helping our children become future leaders. Please submit resume and letter of interest to: smpydcs@dor.org
Facebook 8/21/19

Teacher (Penn Yan, NY)

- St. Michaels School has an opening for a PreK – 5th grade Physical Education Teacher starting Fall 2019. Contact Erika Holland at 315-536-6112. smpydcs.org
Chronicle Express 8/14/19

Substitute Positions (Rushville, NY)

- Marcus Whitman Central School District has the following openings: Substitute Bus Driver; Substitute Bus Monitor; Substitute Teacher Aide; Substitute Food Service Helper; Substitute Cleaner. Job Qualifications: Must meet Yates County Civil Service requirements. These are non competitive positions. There is no exam for these positions. Applicants must be a legal resident of Yates County or one of the contiguous counties (Ontario, Schuyler, Seneca or Steuben) at least one month prior to application. To apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1564414928444&pts=1564406962017&rs=1&fromage=last&vjk=502451c72b43c49b>
Indeed 8/10/19

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 8/9/19

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 8/9/19

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 8/9/19

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

Outpatient Addictions Counselor (Penn Yan, NY)

- Finger Lakes Addictions Counseling and Referral Agency (FLACRA) is a growing, not-for-profit substance abuse treatment provider with decades of experience and multiple program locations throughout the Finger Lakes Region. We are currently expanding services which include outpatient, residential, crisis center, vocational, housing and youth services. Position open in Penn Yan, NY. Responsible for the development of a comprehensive evaluation, phone screens, development and implementation of individual client service plans, ensuring that plans are initiated; provide follow-up and modification as necessary. Assure that record keeping is in compliance with agency and OASAS regulations and policy & procedures. Must be available day and evenings hours. Valid NYS Drivers' License. Excellent benefits package for Full and Part Time. Job Requirements: Bachelor's Degree in Human Services Field, addictions experience and CASAC or QHP required for position. English/Spanish a plus. To apply, go to: <https://nlx.jobsyn.org/0a885232154e484181a09e52ca7abf64161> OSOS 8/25/19

Medical Scribe (Penn Yan, NY)

- Finger Lakes Migrant Health has an opening for Medical Scribe. As a Medical Scribe, you will participate in the successful execution of scribe services to the medical providers through direct scribing. In this position you will be required to follow and observe providers for extended periods, documenting every aspect of every patient encounter, as well as updating the electronic health record system when applicable. Being a good communicator is an important skill you need in order to be successful in this position. If you are interested and have the following qualifications, we encourage you to apply. Qualifications: High School Diploma or equivalent. 3 plus years of medical office/clinical/scribe/training experience preferred. Excellent customer service and problem solving skills. Outstanding organizational skills and attention to detail. Strong interpersonal skills and the ability to build relationships with personnel, patients, and community partners. Proven ability to handle confidential information with discretion. The ability to work flexible hours - some evenings are required. The ability to communicate fluently in both Spanish and English is preferred. To apply go to: <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=1ab39265329a6a7a> Indeed 8/21/19

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 8/15/19

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

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
- Clerk-Typist at Steuben County DSS
- 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 9/3/19

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

- Ambulance Driver – SSH
- Adult Day Care Aide - SSH
- Case Managers, Health Homes - SSH
- CNA LTC - Homestead
- CNA or Certified Nurse Aide Training Program – Homestead
- Critical Care Tech - SSH
- Customer Service Rep II – Patient Accounts - SSH
- ED Crisis Evaluator - SSH
- Graduate Practical Nurse-GPN – Homestead
- LMSW Social Work–Outpatient Counselor – SSH
- Long Term Care Clinical Leader- Neuro Behavioral Unit - Homestead
- LPN Clinic – FLH Medical
- LPN Internal Medicine – FLH Medical
- LPN Med Long Term Care – Homestead
- 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 9/3/19

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
- Direct Support Professionals – Days Full time \$11.10 per hour
- Educational Associate - \$11.10-12.00 per hour – DRIVE Program
- Instructor – Center for Lifelong Learning – Full time \$13.50 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 9/3/19

HOSPITALITY/RESTAURANT

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

Cook (Penn Yan, NY)

- The Yates County Jail is seeking applications for a Temporary Jail Cook position. 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 food, and ensuring 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. To learn more or to apply, please visit <https://mycivilservice.yatescounty.org/>. Application deadline is 9/6/19.

Yates County Personnel 8/21/19

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

Dishwashers (Naples, NY)

- Roots Cafe is looking for dishwashers! Stop in for an application, message us or give a call at 585-374-9800. We would love to hear from you! Facebook 8/15/19

Food Truck Workers (Penn Yan, NY)

- Attention Penn Yan Area: Smokin Petes Barbeque's staff is heading back to school and we are in need of full time and part time help from now until mid-October. Experience necessary. Reach out to us via email at smokinpetesbbq@gmail.com Facebook 8/12/19

Tasting Room Associate (Dundee, NY)

- Fulkerson Winery is seeking individuals who are proactive in providing great customer service and have excellent customer service skills. You should be able to work independently or as a team player! You will work with the tasting room manager to ensure the tasting room is run efficiently. Applicants should be ambitious, dependable, energetic, honest responsible and dedicated to continuing the quality service that has become the backbone of our business. A self-starter with organizational skills, able to lift 40 pounds, and flexible scheduling with the ability to work weekends are a must. A minimum of one year experience is preferred along with basic wine making knowledge, or a desire to learn. A resume is required to apply. Wages commensurate with experience. To apply go to: <https://www.indeed.com/viewjob?cmp=Fulkerson-Winery&t=Tasting+Room+Associate&jk=a5cc067be2864008&vjs=3>

Indeed 8/8/19

Tasting Room Staff (Dundee, NY)

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking weekend staff to join our team. Interested individuals must have an enthusiasm for wine and hospitality, a passion for taking great care of our guests, an upbeat, team player mentality, and availability to work Saturdays and/or Sundays on a regular basis. The ability to stand for several hours at a time, walk up and down stairs, and to lift and carry 40lbs. is required. Job duties may include offering wine tastings, selling wine, assisting guests, providing educational tours, running the cash register, stocking, cleaning, packaging wine to be shipped, and other related work. If you would like to be a part of Glenora's Retail Shop Team, please apply in person at the winery, 5435 State Route 14, Dundee, NY 14837. <https://nlx.jobsyn.org/ae97ca10801d43ff9535008776c9ecc8161>

OSOS 8/8/19

Tasting Room Associate/Wine Educator (Dundee, NY)

- Hermann J. Wiemer Vineyard is looking for enthusiastic, hard-working individuals that are passionate and interested in wine and the Finger Lakes region to work in our fun, fast-paced environment. We are looking to fill positions that may include working both Saturdays and Sundays, as well as weekdays. Weekly hours would range between 20-25 per week, year-round, with the possibility of additional hours during the peak season. This position reports to the Retail & Tasting Room Manager. This position requires interacting with guests, co-workers, winery production staff, sales staff, and trade visitors. Our wine educators will provide genuine hospitality and a vast knowledge of our wines and our region in the tasting room while pouring our wines to visiting guests, as well as assisting them with purchases and enrollment in our wine clubs. Applicants must be at least 21 years old, have an interest and passion for wine, and be able to lift 40+ pounds. Experience: Wine Knowledge of 1 year (preferred). Hospitality experience of 1 year (preferred). For a list of responsibilities go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=3c6a9764eb266159>

Indeed 8/8/19

Dining Team Workers (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. We are currently seeking a Prep Cook/Food Service Worker, Full-time Receiver; Barista/Cashier; Full & Part Time Dishwasher; Cook, Evening Food Service Supervisor. Must be able to lift 50 pounds. Benefits: AVI offers 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 and to apply please contact: jobs@avifoodsystems.com. OSOS 8/8/19

Tasting Room (Dundee, NY)

- McGregor Vineyard, overlooking Keuka Lake in Dundee NY, is currently seeking motivated, passionate, and outgoing team members to join our Tasting Room staff. This position is full-time seasonal, with some part-time seasonal positions available as well. Qualifications: Must be 21 years of age. Must have strong skills in hospitality and communication. Must be ready to work in a fast-paced environment. Must be personable, conversational, assertive, polished. Must work well in a team environment. Be eager to learn about wine, as well as ready to educate visitors about our wine. Must be able to lift and carry 40 pounds and be on your feet for long periods of time. Must be available to work weekends and holidays. We try to

be as flexible with our staff schedule as possible. In addition to the tasting room service, responsibilities include helping set up for events, supporting our kitchen as needed, restocking, and general cleaning. Education: High school or equivalent required. Strong candidates will have interest in and experience with wine, hospitality, and enjoy interacting with a wide variety of visitors. We expect our Tasting Room employees to maintain a professional and positive atmosphere. Pay commensurate with experience and may include commission-based incentives. Submit your resume along with a brief introduction and your work availability to info@mcgregorwinery.com. Facebook 8/7/19

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 9/3/19

Various Positions (Penn Yan, NY)

- Microtel Inn & Suites has several openings. * Breakfast Attendant * Executive Housekeeper * Housekeeping * Houseperson * Laundry Attendant * Maintenance * Assistant Executive Housekeeper. For details or to apply go to <https://www.indeed.com/>

Indeed 9/3/19

Kitchen Help (Penn Yan, NY)

- The Wagner Restaurant is looking for full time & part time kitchen help and dishwashers. Day time hours; weekend hours. Please stop in for an application!! 124 East Elm St, Penn Yan, NY. Facebook 8/1/19

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

Heap Clerk (Penn Yan, NY)

- Pro Action of Steuben and Yates, Inc. is accepting applications for the position of HEAP Clerk in Yates County. This is a full time, full year position with benefits. Based at the Yates County Department of Social Services in Penn Yan, the HEAP Clerk works with clients, utilities, vendors and services to ensure that all applicants are provided with effective and efficient HEAP services in a timely manner, always operating within all regulatory and departmental policies and guidelines. Responsibilities include accepting and reviewing applications, conducting interviews and compiling and maintaining case records. Will make referrals to other services/agencies as appropriate. Will determine applicant eligibility, calculate benefits and issue notices relating to eligibility. Will complete data entry and authorize and process payment lines. The HEAP Clerk will maintain communication with department staff, clients, vendors, service providers and utilities as necessary in the provision of service and will attend meetings, trainings and in-service opportunities as assigned. Will maintain confidentiality in all aspects of service provision. This position requires a High School diploma and experience in customer service or related office functions. Education and experience in the field of Human Resources is preferred. Must have strong communication skills and be highly organized with strong time management abilities. Good computer skills and basic knowledge of excel are required. To apply, contact the employer by mail, by email, or online: Sheila, Human Resources - Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810. Email: jobs@proactioninc.org. Website: <https://nlx.jobsyn.org/cd3db3a15a9047bcba5a1c961d0cd1e7161>.

OSOS 8/19/19

Alternate Certifier (Penn Yan, NY)

- Pro Action is accepting applications for a temporary Alternate Certifier for the HEAP Program in Yates County. This is a 20-hour-per-week position for 25 weeks and is based at the Yates County Office Building in Penn Yan. The Alternate Certifier will provide outreach and certification services, conduct eligibility interviews, obtain documentation and assist with processing HEAP applications. Will maintain an application log, complete Agency Use Only sections of the HEAP Application, date stamp all incoming applications and route all signed and completed applications and corresponding documentation to the DSS HEAP Unit within the specified time frames. Will maintain all application documentation files and scan all HEAP applications per DSS policy and will complete other duties as assigned. To apply for this position, please submit a letter of interest, resume and completed employment application to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org or Website: <https://nlx.jobsyn.org/dc8d00a746424c0ea1f7c7e095f028cc161>

OSOS 8/19/19

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

Community Leader (Penn Yan, NY)

- Home Leasing, LLC is currently accepting applications for a full time (32 hours per week) Community Leader for our Keuka Gardens Community opening late fall in Penn Yan, NY. Position Summary: As the person with the greatest opportunity to improve the lives of residents, the Community Leader is responsible for assuring that the residents receive prompt, efficient, courteous and quality service. In order to execute this responsibility, the Community Leader supervises the general administration and physical operation of the property. The Community Leader provides direction to and assurance that the rental program is properly executed; the systems, buildings and equipment are properly maintained; and excellent resident relations are provided. Knowledge and Skill Requirements: High school diploma required. Previous property management experience required. Previous supervisory experience preferred. Ability to work well with others, good communication skills, good computer skills, ability to multi-task. Typical Physical Demands: Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move office supplies up to 20 lbs. Typical Work Conditions: Work is performed primarily in an office environment. Employee will frequently tour property and show apartments. Employee frequently interacts directly with residents and other staff members during the workday. For a complete list of duties and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1565018707983&pts=1565009621729&rs=1&fromage=last&vjk=9439a166443bba52>

Indeed 8/9/19

IT Support Manager (Keuka Park, NY)

- Keuka College has an opening for IT Support Manager. Reporting to the Associate Director, Client Technology Support; the IT Support Manager is a technical hands-on leader, delivering services by driving operational excellence. This position is responsible for delivering end user computing services by managing, evaluating, and developing IT support staff. This position interfaces with students, faculty, and staff, working to understand needs that can be addressed through process and technology solutions. The IT Support Manager will develop the methodology, manage the implementation, and coordinate the tools utilized by the Support Center staff to provide the highest levels of technical and customer support to all departments and personnel associated with Keuka College. Minimum Qualifications: Associates Degree required, Bachelor's Degree preferred. Minimum of 2 years-experience working in an IT Help Desk; team lead or previous management experience preferred. Excellent Troubleshooting skills. Must be able to readily learn and adapt to new computing environments. Must have strong organizational skills and the ability to work with a minimum of supervision. Must be able to prioritize and juggle multiple demands and deadlines. Demonstrated ability to work with a team approach and in a service-oriented manner. Experience with Windows and MAC Operating Systems and hardware is required. Ability to effectively communicate both verbally and in writing. Understand and behave with a high level of integrity and complete confidentiality at all times. Ability to be sensitive to and respond to needs/concerns of students, faculty, college staff and the public. Ability to work under pressure with a high tolerance for interruptions, and the ability to work with diverse groups of people. Physical Requirements: Some evening and weekend hours may be required. Occasional lifting up to 25 lbs. For a complete list of responsibilities please visit:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=30&vjk=8f09fa0750ec2cce>

Indeed 8/3/19

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 7/25/19

LABOR/AGRICULTURAL

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

Vineyard Workers (Dundee, NY)

- Hermann J. Wiemer Vineyard has 12 fulltime Seasonal Farmworkers and Laborers Jobs available 9/4/2019-12/15/2019. Manually plant, cultivate, and harvest grapes. Use hand tools, such as shovels, trowels, pruning hooks, shears, and knives. Duties include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, packing, and loading harvested products. Construct trellises, repair fences and farm buildings, or participate in irrigation activities. Operate tractors, tractor-drawn machinery, and self-propelled machinery. - Employer will train. - Exposure to extreme temperatures, repetitive movements, extensive sitting. - Extensive pushing and pulling, extensive walking, and frequent stooping. Housing available. To apply, contact the employer in person, by telephone, or by email: Andrea Long, 3962 Route 14, Dundee, NY 14837. Phone: Andrea Long, (607) 243-7971. Email: wines@wiemer.com

OSOS 8/21/19

Bus Assemblers/Welders (Penn Yan, NY)

- Coach and Equipment has the following job openings: Bus Assemblers (Hand tools, carpentry experience) 1st shift; Welders (Experience MIG welding) 1st shift. Requirements: Background check, drug/alcohol screening and a physical fitness screening. BENEFITS: Health Insurance w/Prescription Benefit • Vision • Dental 401K w/ company match • Paid Vacation • Paid Holiday AFLAC • Short Term Disability • Long Term Disability. Annual Bonus. Apply onsite: Coach and Equipment, 130 Horizon Park Drive, Penn Yan, NY 14527 Chronicle Express 8/14/19

Horse Farm Help (Rushville, NY)

- Part-time, 7am-11am. Horse farm. Stall cleaning, feeding, turnouts. Looking for an ambitious worker with reliable transportation and some horse/large animal experience. Respond to this ad with your contact information and a brief description of experience. We are looking to hire immediately. Craigslist post id: 6957096351 8/15/19

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

General Laborer (Penn Yan, NY)

- Ribble's has a full time position available for a general laborer. All applicants must have a valid driver's license and reliable transportation. CDL is a plus. Expected hours of work: 8am-5pm M-F. This is a physical outdoor job. Must be able to work in most weather conditions. Experience in construction or general labor a plus but not mandatory. Pay based on experience and license. \$14/hr. and up. Please provide your resume or feel free to stop in the office for an application at 249.5 Lake Street, Penn Yan. <https://fingerlakes.craigslist.org/lab/d/penn-yan-general-laborer/6953237320.html>

Craigslist post id: 6953237320 8/9/19

Winemaker/Harvest Help (Dundee, NY)

- Fulkerson Winery is seeking experienced individuals to assist in farm winery production. This includes a wide range of duties but will be primarily assisting the winemaking team with a variety of production related tasks. Applicants should be able to lift 50 pounds and have a minimum of 1 year experience (preferred). This is a seasonal position that can lead to gainful employment for hard-working, motivated individuals. Wages commensurate with experience. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=cfc80adda892830b>

Indeed 8/8/19

Laborer (Penn Yan, NY)

- Wildlife Control of the Finger Lakes is looking for a part time hard worker to train in animal exclusion work. Must be comfortable at heights, working in confined spaces, and not be afraid to get dirty. This is a great opportunity to get in on the ground floor of the Wildlife Control business and grow your skill set. Must be able to lift and carry 75 pounds. Salary: \$12.00 to \$15.00 /hour. Driver's License (Required). Work authorization: United States (Required). This job is a job for which military experienced candidates are encouraged to apply. To apply go to: <https://www.indeed.com/viewjob?cmp=Wildlife-Control-of-the-Finger-Lakes&t=General+Laborer&jk=93c42dd5e38e5084&vjs=3>

Indeed 8/8/19

SKILLED/MANUFACTURING

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

HVAC Technician (Penn Yan, NY)

- We are seeking experienced Technicians for install, service, repair and maintenance on a variety of residential heating and cooling systems. Candidates must have 3 to 5 years experience working with boilers, furnaces, heat pumps and air conditioning systems. EPA certification a must. This is full-time employment and would come with company vehicle, paid holidays, vacation, 401(k), and health insurance. Craigslist post id: 6951419071 8/6/19

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 9/3/19

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
JAIL COOK - TEMPORARY	09/06/19	APPLY
PRINCIPAL SOCIAL WELFARE EXAMINER	09/06/19	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

Apply Online!

Join the 2020 Census Team!

2020census.gov/jobs

1-855-JOB-2020

(1-855-562-2020)

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

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.

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