

Visit our website weekly for updated job leads! Updates available by noon on Mondays. [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

## Yates County Job Leads January 11, 2021

### AUTOMOTIVE/DRIVERS

#### Driver (Middlesex, NY)

- **Dudley Poultry** is seeking a reliable, qualified (CDL required), part-time **Product Delivery Driver**. Starting @ \$16.75/hour plus food discounts on hundreds of products! This is an excellent opportunity to join the team at Dudley Poultry located in Middlesex, NY! Tomorrow you could be training as a driver of an International or Kenworth 18' straight reefer truck with manual transmission, delivering chicken, beef, pork throughout Upstate NY food service businesses. Expect about 2-3 days a week. Dudley Drivers have a rich history of longevity and we are looking to include another qualified candidate to drive our trucks and serve our customers. Routes typically start between 6-7AM and return same day between 3-6PM. Home every evening. Summer is 'our season', please expect the opportunity for overtime. Interested? Reply to: <https://fingerlakes.craigslist.org/trp/d/middlesex-part-time-driver/7258461033.html> Craigslist post id: 7258461033 1/8/21

#### CDL Driver (Dundee, NY)

- Looking for a new job to start your new year? Do you have your CDL A or CDL B? Come apply at **Cardinal Disposal!** We are locally owned and operated. We are looking for positive team players to grow with us. Responsibilities & Duties: Performs pre- and post-trip inspections of assigned vehicle. Follows route assignments as directed and completes end of day documentation and check out procedures. Completely empties all containers and leaves the customer's property clean and free of debris. Performs all duties as scheduled by Dispatcher and assisting other drivers as directed to meet customer needs. Notifies Dispatcher/Safety Coordinator of any incidents, accidents, or property damage. Works with Dispatcher to improve route efficiencies. Operates vehicle and performs all tasks in accordance with Cardinal Disposal Safety Rules, OSHA, and DOT as well as all local, state and federal laws. Education, Experience & Certifications: Holds a current Class A or B CDL. Clean driving record. Qualifications & Skills: Must be at least 22 years of age and legally eligible to work in the United States. Capable motor coordination; arm, hand, legs. Able to exert physical effort in handling (pushing, pulling, lifting, etc.) objects more than 75 pounds frequently. Have a minimum of two years of U.S. driving experience. Have a minimum of two years commercial driving experience. If interested please apply online at [www.cardinaldisposal.com](http://www.cardinaldisposal.com) or stop in at 635 Shannon Corners Road, Dundee. Give us a call 607-243-7568. Workforce Development 1/8/21

#### Diesel Mechanic (Dundee, NY)

- **Cardinal Disposal** has a fleet of over 15 trucks that need maintenance, roadside assistance and repair. We are looking for an experienced **Diesel Mechanic** that has knowledge in repairing multiple brands, understands all systems of a diesel truck including engine repair and rebuilding, cooling, braking, transmissions, suspension, diagnostics, electrical and safety components. We will train you on the workings of the actual trash compaction units and hydraulic components. \*\*Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single policy. Approximate weekly cost: \$45.98 for employee. Dental Insurance (Guardian) pays 50% of single policy. Approximate weekly cost: \$5.05 for employee. AFTER 1 year: IRA company match up to 3%. If interested please apply online at [www.cardinaldisposal.com](http://www.cardinaldisposal.com) or stop in at 635 Shannon Corners Road, Dundee. Give us a call 607-243-7568.

Workforce Development 1/8/21

## CUSTOMER SERVICE/SALES

### Service and Installation Technician (Penn Yan, NY)

- Covert Security, Inc. has a position available for a full-time entry level technician with a growing local company. No experience necessary. Ideal candidate will be a person of good character who can verbally communicate with others, enjoys physical work and does not suffer from fear of heights or enclosed spaces. Employment requires NYS fingerprinting clearance and driver's license. Rapid advancement possible and likely for the appropriate candidate. Pay: \$13.00 - \$16.00 per hour. Benefits: 401(k) matching; Disability insurance; Paid time off. Schedule: 8 hour shift, Monday to Friday. Education: High school or equivalent (Preferred). License/Certification: Driver's License (Required). Company's website: [covertsecurityinc.com](http://covertsecurityinc.com). To apply go to:  
<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&advn=3925060419782328&vjk=b25754bbb5df2009>

Indeed 1/6/21

### Clerk/Cashier (Dundee, NY)

- Dandy Mini Marts has openings for Clerk/Cashier. Job Summary: 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. Essential Duties and Responsibilities: Responsible for greeting customers and offering exceptional service in a fast paced environment. Follows and implements store policies and procedures. Is certain to ID for tobacco and alcohol. Stocks and maintains the tobacco shelves along with any other products in the store. Maintains the cleanliness and quantity of the coffee and its surrounding area. Assists in the preparation of pizza and serves to customers when requested. Answers the store phone within the first couple of rings. Maintains the cleanliness and appearance of the store including, but not limited to, the maintenance of the restrooms and wastebaskets. Performs lot inspections including, but not limited to, monitoring for ice and holes, cleaning any debris off the premises, and emptying the wastebaskets by the gas pumps. Responsible for changing the gas prices when assigned. Accountable for the till count at the end of shifts. Performs other duties as required. Education and Training Required: High school diploma or GED recommended. 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. To apply go to:  
<https://nlx.jobsyn.org/ac931634fa834df98b433dcfc873c1a6161>

OSOS 1/1/21

### Greeter (Penn Yan, NY)

- **Friendly Dodge Chrysler Jeep** in Penn Yan is accepting resumes to hire a **full time Greeter**. Unlike other businesses that have been negatively affected by COVID-19, the car business is booming and we want to meet you now! We are seeking a candidate with the following qualities: Excellent customer service skills who loves talking to people and is not afraid to be courteous and show proper manners. Someone who dresses professionally, with a friendly, pleasant, fun and energetic personality. Spend your workday in an exciting, professional environment, dealing with customers without the pressure of performance-based commission sales! Friendly Dodge Chrysler Jeep Ram, 2499 State Rte 14A, Penn Yan, NY 14527. To apply go to:  
<https://www.indeed.com/jobs?l=Penn%20Yan%2C%20NY&start=10&vjk=642a09205ef78630&advn=703711781680130>

Indeed 12/23/20

### Store Manager (Dundee, NY)

- **Dollar General Corporation** has an opening for **Store Manager**. **General Summary:** Responsible for the management of all employees in the effective planning and implementation of all store processes, including ordering, receiving, stocking, presentation, selling, staffing and support. **Work Experience and/or Education:** High school diploma or equivalent strongly preferred. One year of management experience in a retail environment preferred. For a complete list of Duties and Essential Job Functions and to apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=70&vjk=9ded6cad8b9c0b8>

Indeed 12/17/20

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

- **Dollar General Corporation** has an opening for **Assistant Store Manager**. The Assistant Store Manager helps maintain a clean, well-organized store with a customer-first focus. At the direction and delegation of the Store Manager, the Assistant Store Manager assists with supervision of store employees, management and presentation of merchandise, completion of paperwork, and preparation of deposits. The Assistant Store Manager also performs stocking and cashiering functions, and performs other duties as necessary to maximize profitability and customer satisfaction while protecting company assets

and reducing losses. **Knowledge and Skills:** Effective interpersonal, written and oral communication skills. Ability to solve problems and deal with a variety of situations. Good organization skills with attention to detail. Ability to read and interpret documents such as diagrams, safety rules, operating and maintenance instructions, and procedures manuals. Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages. Ability to perform cash register functions and generate reports. Knowledge of cash, facility, and safety control policies and practices. Knowledge of cash handling procedures including cashier accountability and deposit control. Ability to drive own vehicle to the bank to deposit money. **Work Experience and/or Education:** High school diploma or equivalent strongly preferred. One year of experience in a retail environment and six months supervisory experience preferred. Working Conditions: Frequent walking and standing. Frequent bending, stooping, and kneeling to run check out station, stock merchandise and unload trucks; which may also require the ability to push and/or pull rolltainers for stocking merchandise. Frequent handling of merchandise and equipment such as handheld scanners, pricing guns, box cutters, merchandise containers, two-wheel dollies, U-boats (six-wheel carts), and rolltainers. Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds. Occasional climbing (using step ladder) up to heights of six feet. Fast-paced environment; moderate noise level. Occasional exposure to outside weather conditions. Occasional or regular driving/providing own transportation to make bank deposits, attend management meetings and travel to other Dollar General stores. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=50&vjk=c62cf489e491ce5b>

Indeed 12/17/20

### Sales Associate (Penn Yan, NY)

- **Dollar General Corporation** has openings for **Sales Associate**. The Sales Associate acts as a point of contact for our customers. The **duties** of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to maximize store profitability and customer satisfaction while protecting company assets. **Knowledge and Skills:** Effective interpersonal and oral communication skills. Understanding of safety policies and practices. Ability to read and follow planogram and merchandise presentation guides. Knowledge of basic cash handling procedures. Basic mathematical skills. Ability to perform cash register functions. Ability to stock merchandise. **Work Experience and/or Education:** High school diploma or equivalent preferred. **Working Conditions:** Frequent walking and standing. Frequent bending, stooping, and kneeling to run check out station, stock merchandise and unload trucks; which may also require the ability to push and/or pull rolltainers for stocking merchandise. Frequent handling of merchandise and equipment such as handheld scanners, pricing guns, box cutters, merchandise containers, two-wheel dollies, U-boats (six-wheel carts), and rolltainers. Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds. Occasional climbing (using step ladder) up to heights of six feet. Fast-paced environment; moderate noise level. Occasional exposure to outside weather conditions. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=58e339549119ceff>

Indeed 12/17/20

### Sales Professionals/Finance Negotiators (Penn Yan, NY)

- Business is Booming at **Friendly Dodge Chrysler Jeep** in Penn Yan, NY and we are accepting resumes to hire: **Sales Professionals/Finance Negotiators** with strong Sales or Customer Service background. We will train you to be successful in the auto industry! Interviews with our Managers are by appointment only. Sign on bonus; \$2000 guarantee; \$60K to \$130K; Commission; Bonuses; Benefits; Paid Vacation. Please submit a current resume with personalized cover letter and salary expectations/requirements to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=522ba42f44dcf1f1&advn=703711781680130>

Indeed 12/11/20

### Customer Service Representative (Dundee, NY)

- **Family Dollar** is seeking motivated individuals to support our Stores as we provide essential products at great values to the communities we serve. As a Family Dollar **Customer Service Representative** you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. **Principle Duties and Responsibilities:** Provides customer engagement in positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation. **Position Requirements: Education:** Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. **Experience:** Prefer experience working in retail, hotel, restaurant, grocery or drug store environments. **Physical Requirements:** Ability to regularly lift up to 40lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height;

must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling and repetitive lifting, with or without reasonable accomodation. **Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=80&vjk=60b61c710b79545d>

Indeed 12/9/20

## EDUCATION/SCHOOLS

### Elementary Principal (Dundee, NY)

- **The Dundee Central School District** is currently seeking highly qualified candidates for the position of **Elementary Principal**. Qualified applicants can submit a letter of intent, resume, references, transcripts and application to Kelly Houck, Superintendent by February 19, 2021. Interviews will be carried out in March and April and an appointment of position will be made at the May Board of Education meeting. The selected candidate will assume duties on a mutually agreed upon date in June 2021. Please send applications to: Mrs. Kelly Houck, Superintendent, Dundee Central School, 55 Water St., Dundee, NY 14837. Applications and more information regarding this vacancy and application process can be found on the schools website and [www.dundeeecs.org/staff/job\\_opportunities](http://www.dundeeecs.org/staff/job_opportunities). Workforce Development 1/8/21

### General Education Teacher (Penn Yan, NY)

- **Keuka Lake School** is currently hiring for a **Certified Preschool General Education Teacher**. This position is responsible for meeting the UPK and/or daycare students' needs. The teacher is the team leader and coordinator for the child's program, including lesson plans, conducting team meetings, completing required paperwork, and working closely with families to foster parent involvement. **Required Experience:** Experience with children with developmental disabilities preferred. **Required Education:** B.S. in Early Childhood and/or Special Education. Unified Early Childhood/Special Education Certification (If not currently certified you must be working towards it). **Other Requirements:** Valid and Clean NYS Driver's License preferred. **Benefits Include:** Medical, Dental and Vision; 403-B plan; 4 weeks PTO and 8 paid Holidays. Many other competitive benefits. **Hours:** Monday - Friday 8am - 4pm. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=052f9da8ee03e11f>

Indeed 12/18/20

## HEALTHCARE/HUMAN SERVICES

### Direct Support Professional (Geneva, NY)

- **Lochland** accepts applications ongoing for the Position of **Direct Support Professional**. Lochland is now offering a sign on bonus of \$300 after 6 months of successful employment. **Position Mission:** 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:** \$12.86 Part Time & Full Time. **Benefits Available:** Up to 176 hours paid time earned the first year with increases over time, 5% matching 401K, health insurance assistance, dental insurance, disability insurance, life insurance, cancer insurance. Submit Resume to: Lochland, Inc., Ms. Julie Chiccino, 1065 Lochland Road, Geneva, NY 14456 OR E-mail: Julie Chiccino [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org). Workforce Development 1/8/21

### Outpatient Mental Health Counselor-Child Therapist (Penn Yan, NY)

- **FLACRA** is seeking an **Outpatient Mental Health Counselor-Child Therapist**. **Job Description - Minimum Qualifications:** Masters level education in the appropriate field with licensure or ability to immediately gain provisional status. Training and expertise in provision of both adult and children mental health treatment. Valid NYS Driver's License. Licensed as a LMHC, LMSW, or LCSW preferred. **Job Requirements:** Provide direct services to FLACRA's clients via individual, family and group counseling. Caseload is primarily focused on ages 5-17; however, services to the adult demographic may be required as needed. **Duties:** Responsible for, but not limited to, providing direct diagnostic evaluative services to clients referred to this Agency by many varied referral sources. To assess the client's primary and secondary diagnosis and, thus, need for further counseling. Supply identified client's direct therapeutic services through individual, conjoint, family and/or group therapy. With self-direction and competence, carry out the Agency's responsibilities to its clientele. Handle intake and service load

with independent judgment using self-initiated consultation in technical problems of diagnostic evaluation in treatment techniques. Maintain records in compliance with applicable regulations and policies. Participate in community presentations and training programs as needed and directed. To apply go to:

<https://nlx.jobsyn.org/98bcc998bc594b1095c82f669e8bb152161>

OSOS 12/30/20

#### **Overnight Residential Support (Penn Yan, NY)**

- **Mozaic** is currently hiring for multiple **Direct Support Professionals with Overnight Hours**. These positions are extremely important to the agency as they work with individuals with developmental disabilities and provide direct support on their life skills and help them become as independent in life as possible in the houses and out in the community. **Required Experience:** Experience with Developmental Disabilities preferred but not needed. **Required Education:** High School Diploma or GED preferred. **Other Requirements:** Valid and Acceptable NYS Driver's License preferred but not needed. **Benefits Include:** Medical, Dental and Vision; 4 weeks paid time off in your first year of employment; 403-B plan. Many other competitive benefits. **Hours:** Various overnight hours available. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=dc5ae943371995fc>

Indeed 12/18/20

#### **Direct Support Professionals (Penn Yan, NY)**

- **Catholic Charities Community Services** is currently recruiting for **Direct Support Professional (DSP)** positions in the Penn Yan area in our Residential houses. The DSP will support and help in the instruction and other necessary activities needed to promote and maintain the independence and self-determination for individuals with intellectual/developmental and mental disabilities. This is a great position for someone that is looking to start their career or continue their career in human services. Someone with at least 6 months of experience with individuals with developmental and other disabilities is preferred, but someone that has past experience would work as well. **QUALIFICATIONS:** High School Diploma or equivalent. One-year practical experience working with individuals with developmental disabilities preferred. Valid NYS Driver's license as you may need to help transport individuals to programs, appointments or other activities. Pay: \$12.50-\$13.50/hour. For a complete list of duties and to apply go to: <https://www.ccsrochester.org/>

Workforce Development 12/17/20

#### **Quality Improvement Coordinator (Penn Yan, NY)**

- **Mozaic** is hiring for a full time **Quality Improvement Coordinator**. This position will be responsible for the auditing of documentation for all assigned Service areas in accordance with OPWDD regulations and agency policies and procedures. **Required Experience:** Experience working with Individuals with Disabilities preferred. **Required Education:** Associate degree with 1-year experience in human services. **Other Requirements:** Valid and acceptable NYS Driver's. Hours: Monday - Friday. 4 weeks total paid time off in the first year plus paid holidays together with an extensive benefit package. To apply go to: <https://nlx.jobsyn.org/4434666d003f4401a2598056bdf8531f161>

OSOS 12/12/20

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

##### **Part Time Opportunities**

- Center Based Home Visitor – Yates County
- Senior Community Service Program

##### **Substitute Opportunities**

- Substitute Drivers

##### **Temporary Opportunities**

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

- NY Connects Information & Assistance & Option Counseling Intake Aide
- Home Based Home Visitor – Addison Area

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

Workforce Development 1/8/21

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

- Ambulance Driver – SSH
- Cardiac Rehab Asst - SSH
- CNA LTC - Homestead
- Food Service – Nutritional Services Aide - SSH
- GPN – Job Fairs/School Recruitment – Homestead
- LPN Internal Medicine – FLH
- LPN-LMA – SSH

- LPN-LTC – Homestead
- Medical Assistant – Internal Medicine – FLH Geneva
- Medical Records Coder 1 – SSH
- Medical Secretary – Internal Medicine – FLH Geneva
- Medical Technologist – SSH
- Nursing Assistant/Unit Clerk – SSH
- Nurse Manager - LTC - Homestead
- Physical Therapy Assistant – SSH
- Radiology Tech II - SSH
- Registration Representative - SSH
- RN-Cardiac Rehab Nurse – SSH
- RN Clinical Leader – Med/Surg Acute - SSH
- RN Clinical Leader – Homestead & SSH
- RN Bedside – Unit 1 – Homestead
- RN Bedside – Unit 2 - Homestead
- RN Bedside – Unit 3 - Homestead
- RN Bedside - Emergency Dept. – SSH
- RN Bedside – Med/Surg Acute - SSH
- RN Director Nursing LTC – Homestead
- RN Nursing Supervisor-Lifecare Medical Associates- SSH
- Safety Screening Associate - 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](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm)

Workforce Development 1/8/21

## **HOSPITALITY/RESTAURANT**

### **Vending Attendant (Keuka Park, NY)**

- **AVI Foodsystems** is looking for a friendly and hard-working team member to fill the role of **Vending Attendant**. **Duties & Responsibilities:** Receive delivery of items such as soft drinks, bakery products, snack items and specialty foods at client locations. Fill vending machines to proper inventory levels with items such as soft drinks, pastries and packages foods. Place stock on shelves or racks in vending machines or coolers. Ensure the refrigeration of all cold food products. Oversee the ordering of merchandise and control inventory. Collect unsold and stale merchandise. Collect money, including coins and bills, from machines. Communicate positively with customers by making eye contact and smiling. Perform routine maintenance and sanitation of machines. Maintain clean vending areas. **Job Requirements:** Outgoing personality with the skills to promote products. Ability to work both independently and as part of a team. Excellent organization and time management skills. Ability to speak effectively to customers and employees. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. For more information please contact:

[jobs@avifoodsystems.com](mailto:jobs@avifoodsystems.com)

OSOS 1/8/21

### **Various Positions (Penn Yan, NY)**

- **Microtel Inn & Suites** has the following positions available: \* Front Desk Agent \* Night Auditor \* Housekeeping \* Guest Services Manager \* House Person \* General Manager \* Assistant Executive Housekeeper. For more information and to apply please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?l=Penn+Yan%2C+NY>.

Indeed 1/8/21

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

- **Taco Bell** is seeking **Cashiers**. **Key responsibilities** include greeting customers in the restaurant or drive-thru, taking and ringing up orders, handling payment and thanking customers. You'll also prepare and store food ingredients, assemble food and beverage orders, check to make sure they're correct, package products, and maintain a clean, safe work and dining environment. Team Member behaviors include: Being friendly and helpful to customers and co-workers. Meeting customer needs and taking steps to solve food or service issues. Working well with teammates and accepting coaching from management team. Having a clean and tidy appearance and work habits. Communicating with customers, teammates and managers in a positive manner. To apply go to:

<https://www.indeed.com/jobs?l=Penn%20Yan%2C%20NY&start=10&vjk=21d43066d3a1f35e>

Indeed 12/23/20

### Assistant Managers/Shift Managers (Penn Yan, NY)

- **McDonald's** is seeking **Full Time Managers**. **Job Requirements: Assistant Managers** lead shifts, making sure customers get a fast, accurate, friendly experience every visit. An assistant Manager provides leadership to crew and other managers during a shift to ensure great Quality, Service and Cleanliness to customers and is responsible for the supervision of staff training and development. Shifts include daytime and nighttime shifts. **Shift Managers** perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift, taking action to ensure the team is meeting McDonald's standards, monitoring safety, security, and profitability, and communicating with the next Shift Manager to help prepare him/her to run a great shift, too. Shift Managers may also be responsible for meeting targets during their shifts and for helping their assigned Departments meet their goals. For a complete job listing and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=1b671b9e4d153d9f> Indeed 12/20/20

## **OFFICE WORK/MANAGEMENT**

### Human Resource Generalist (Hall, NY)

- **Seedway, LLC** is seeking a full time **Human Resource Generalist**. Provides administrative support and coordination for all HR functions related to benefits, employment compensation, payroll and compliance administration. Provide supervision/ leadership for Human Resource Coordinator and Office Administrative Support. Requirements: Normally requires a Bachelor's Degree in Human Resources, Business, Accounting or related field and a minimum of 4 years' experience in benefits and payroll, or an equivalent combination of education and experience. Must be able to obtain and maintain a valid driver's license and satisfactory driving record. Must be able to work extended hours as business conditions warrant. Must be able to travel independently and overnight. Occasionally required to lift 21-50 lbs. For a complete list of Job Functions and to apply go to: <https://jobs.growmark.com/seedway/job/Hall-Human-Resources-Generalist-Seedway-Hall%2C-NY-NY-14463/691896900/> Facebook 12/22/20

### Receptionist (Penn Yan, NY)

- Joining **H&R Block** as a seasonal **Receptionist** means you'll relentlessly focus on how to wow clients now, and in the future. You'll need the ability to work a flexible schedule in multiple, fast-paced locations during the tax season from January to April. Day to day, you'll...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 as assigned. What you'll bring to the team...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 operations. Knowledge and experience with a Windows based computer system. Bilingual candidates strongly encouraged to apply! To apply go to: <https://nlx.jobsyn.org/bab7a8d97620421bb3c98ab4b4790b38161> Indeed 12/17/20

### Multi-Unit Team Leader (Penn Yan, NY)

- This Job Posting covers openings in multiple office locations within the area. Joining us as a **\*\*Multi-Unit Team Leader\*\***, you'll provide leadership over three **H&R Block** tax offices. Using your people management experience and passion for helping people, you'll provide leadership to the customer-centric teams in the offices you manage to accelerate their seasonal tax business. You'll serve as the front-line manager responsible for leadership and development of associates, delivering an outstanding client experience, and achieving all office related growth objectives for three tax offices. Prior tax preparation experience is not required. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. **\*\*Day to day, you'll...\*\*** Manage office staffing, operations, and logistics for three offices with support from two Associate Team Leaders. Partner with the District General Manager (DGM) to create and implement office-level growth plans and client growth targets, which includes developing local partnerships and managing office community involvement. Assist the DGM in recruiting and interviewing candidates for tax office associate positions. Build an engaging team environment, across all offices, by training and coaching associates while holding them accountable to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions. Conduct timely performance reviews and partner with Associate Relations Center to resolve associate issues and address performance concerns. Lead daily team meetings and communicate essential information to tax office associates. Create associate work schedules across all offices and ensure accurate timekeeping, as well as labor management, for staff in all offices. Travel between the three offices as required. May prepare tax returns, as needed. **\*\*What you'll bring to the team...\*\*** People management experience, with the demonstrated ability to grow and develop associates. Demonstrated aptitude for growth plan execution and ability to lead towards growth culture. Strong decision-making and judgment skills and the ability to function well in a fast-paced

environment with minimal supervision. Strong interpersonal and communication skills, and a customer-centric mindset that seeks to understand and exceed client needs. Computer proficient with the ability to use MS Office. Bachelor's degree in a related field, or high school diploma with the equivalent combination of experience. Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course (if preparing tax returns). To apply go to:

<https://nlx.jobsyn.org/f89ead3f69a94fee85c0ba09a98a197e161>

Indeed 12/17/20

### **Tax Professional II (Penn Yan, NY)**

- **H&R Block** is seeking applicants for **Tax Professional II**. This Job Posting covers openings in multiple office locations within the area. Day to day, you'll...Conduct face-to-face tax interviews with clients. Prepare complete and accurate tax returns. Generate business growth, increase client retention, and offer additional products and services. Provide clients with IRS audit support. Mentor and support teammates. When you join our team, you'll add to the momentum of a forward-thinking company - one that defined an industry and is now leading its transformation. It would be even better if you also had...Bachelor's degree in Accounting or related field. CPA or Enrolled Agent certification. Experience completing complex returns (individual, trust, partnership). 5+ years of experience in accounting, finance, bookkeeping or tax. Tax planning and audit support experience. Sales and/or marketing experience. Bilingual candidates strongly encouraged to apply. What you'll bring to the team...Experience in accounting, finance, bookkeeping or tax. Experience completing individual returns. Experience working in a fast-paced environment. Ability to effectively communicate in person and in writing. To apply go to:

<https://nlx.jobsyn.org/293af8df67df4eff845dce871bb0fd9e161>

OSOS 12/17/20

## **LABOR/AGRICULTURAL**

### **Horse Stable/Barn Help (Penn Yan, NY)**

- Horse Stable in Penn Yan is looking for weekend chore help. Feeding horses, cleaning stalls, cleaning/filling water buckets, general cleaning, bringing horses in and turnout, etc. Horse experience preferred. To apply email:

[kqlonebelgian@yahoo.com](mailto:kqlonebelgian@yahoo.com), call or text: 585-261-2095.

Workforce Development 1/8/21

## **SKILLED/MANUFACTURING**

### **Emergency Service Outreach Coordinator (Penn Yan, NY)**

- Pro Action is seeking a motivated individual to be responsible for emergency services outreach within Steuben and Yates Counties. Will pre-screen for eligibility and assist qualifying households with the application process for services including SNAP, HEAP and others. Will help households resolve barriers to receiving services and access the maximum benefits they are eligible for. This position is based in Penn Yan and pre-screening and application assistance may be provided at community sites or at clients' homes, as needed. The Emergency Services Outreach Coordinator will receive and process referrals from Social Services and other agencies. Will establish and maintain collaborative relationships with community organizations and service providers. Will conduct outreach and education and produce and distribute marketing materials that describe the program. Will be responsible for accurate record keeping and reporting and will work to achieve annual targets around outreach efforts and client assistance. An Associate Degree in Human Services or a related field or a High School Diploma and three years of related experience are required. A comparable combination of education and experience may be considered. Must have a valid driver's license meeting agency standards and your own consistent, reliable transportation. Strong customer service skills and the ability to build rapport with clients are required for this position, along with strong public speaking and presentation skills. Must be detail oriented and able to manage multiple priorities and deadlines and have the ability to learn and apply knowledge of the Community Services Block Grant. This full-time position is eligible for employee benefits that include health, dental and vision insurance, a retirement plan with employer contributions and more. Apply by January 18, 2021 by submitting 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](mailto:Jobs@proactioninc.org). <https://nlx.jobsyn.org/d120ba8d85c34ad8bfac51ee6cb5605f161>

OSOS 1/7/21

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

- **Penn Yan Central School District** has a position available for a full time **Building Maintenance Worker**. 8 hours per day, 12 months per year. 7:00 am-4:00 pm. Salary is \$19.38/hour. **Benefits:** Dental insurance; Flexible spending account; Health insurance; Paid time off; Retirement plan; Vision insurance. Education: High school or equivalent (Required). **Experience:** Maintenance: 1 year (Required). **License/Certification:** Driver's License (Required). Applicants should apply to Yates County Personnel Department at: <https://mycivilservice.yatescounty.org> as well as sending a letter of interest to Cathleen



Milliman, Assistant Superintendent for Business, Penn Yan CSD, One School Drive, Penn Yan, NY 14527. Application deadline is January 15, 2021.

<https://www.indeed.com/jobs?q=mainstenance%20superintendent&l=Penn%20Yan%2C%20NY&vjk=21ae70a437486fce>

Indeed 1/5/21

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

- Express Employment is hiring for several **Production** positions in Penn Yan. These are full time positions; schedules are flexible and pay rate ranges from \$12.50-13.00/hour. Previous experience is a plus but not required. Attention to detail and ability to work as a team is a must! Interested candidates should apply, call the office at 607-936-0770 or email resumes to [kasey.dartt@espresspros.com](mailto:kasey.dartt@espresspros.com).

Facebook 1/6/21

#### Warehouse/Forklift Associate (Penn Yan, NY)

- **KanPak** is seeking an energetic, skilled **Warehouse/Forklift Associate** for our Penn Yan facility. **Job Summary:** Our Warehouse associates receive, select, store and load products and/or materials. Safely operate all material handling equipment. Accurately complete all associated paperwork and maintain clean work area consistent with company standards. **Essential Duties and Responsibilities:** Communicate with all supervisors regarding any quality or production issues. Responsible for operating a forklift to move, locate, relocate, stack, and count merchandise. Operator is accountable for the safe and efficient operation of forklift. Unload inbound shipments safely and move merchandise to proper storage location. Ensure all inbound and outbound shipments are accurate and free of damage. Ensure all transactions are scanned and recorded and accurately, to reflect a correct inventory position at any time. These include shipments, donations, product loss and damage. Ensures full compliance with all quality assurance standards, especially good housekeeping and overall cleanliness of products and work areas. Performs other duties as assigned. **Education and Experience:** High School/GED required. 2-3 years' experience or equivalent employment. Specialized training in forklift operations. To apply go to: <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&vjk=d6f2257a4169d030>

Indeed 1/5/21

#### Auto Body Painter (Penn Yan, NY)

- **Coach and Equipment** has openings for **Auto Body Painter**. **Job Summary:** Under the general supervision of the Paint Department Supervisor, the Painter performs all of the tasks required of the Painter A, plus both of the following painting operations categories: Category One: Paints prepared fabricated bus body surfaces and exterior parts, including Step Frames, Emergency Doors, and Handicap Doors. Category Two: Paints bus bodies and exterior bus body parts with multi-color finish coats as required by the production work order. The Painter inspects areas to be painted to ensure that the finish coat will meet specifications, then follows applicable painting procedures to apply the finish coat. The incumbent inspects his/her work for any defects and corrects as needed, and maintains personal safety devices, painting tools and equipment in proper operating order. They use good housekeeping practices to maintain a hazard and dust free working environment. The Painter carries out all additional painting related tasks that may be assigned by his/her supervisor. **Minimum Education/Work Experience:** Under the direction of the Paint Department supervisor, the Painter must satisfactorily demonstrate his/her painting ability. Previous on-the-job training or formal training in spray painting and automotive body finishing is a prerequisite. Must be 18 years old and possess a HS Diploma or GED. Must be available for both Day shift (6:30am-2:30pm) and Night shift (2:30pm-11:00 pm). For a complete list of **Responsibilities** and to apply please go to: [https://www.coachandequipment.com/pdf/Application\\_for\\_Employment.pdf](https://www.coachandequipment.com/pdf/Application_for_Employment.pdf). Send the filled-out application and your resume to [hr@coachandequipment.com](mailto:hr@coachandequipment.com).

Workforce Development 1/5/21

#### Bus Assembly (Penn Yan, NY)

- **Coach & Equipment** has openings for **Bus Assembly**. **Job Summary:** Performs a broad range of assembly and installation tasks. May perform assembly and installation work directly on the bus, or indirectly on the bus. Uses and maintains all of the safety and personal protective devices that are required in the performance of the various tasks that he/she performs. Maintains all tools and equipment that he/she uses in good operating order. Carries out all tasks that are assigned by his/her supervisor for which he/she is qualified. **Minimum Education/Work Experience:** This is an entry-level position. The incumbent is expected to master basic skill requirements within four weeks. No prior skills or technical training are needed, but the incumbent must have a basic mechanical aptitude. If you are willing to work in a fast paced, team-oriented, safe environment please download an application at this link: [https://www.coachandequipment.com/pdf/Application\\_for\\_Employment.pdf](https://www.coachandequipment.com/pdf/Application_for_Employment.pdf). Send the filled-out application and your resume to [hr@coachandequipment.com](mailto:hr@coachandequipment.com).

Workforce Development 1/5/21

#### Welders (Penn Yan, NY)

- **Coach & Equipment** is hiring **1st shift Welders!** 1st shift is 6am - 2:30pm. New hires have a 90-day probationary period before receiving full time benefits. **Benefits** include health insurance, 401k, bonus, paid holiday and PTO. Skill sets we look for: Mig Welding experience needed. Candidates should demonstrate a willingness to learn a new trade, be able to work

hard and be proud of the product you are making. If you are willing to work in a fast paced, team-oriented, safe environment please download an application at this link:

[https://www.coachandequipment.com/pdf/Application\\_for\\_Employment.pdf](https://www.coachandequipment.com/pdf/Application_for_Employment.pdf). Send the filled-out application and your resume to [hr@coachandequipment.com](mailto:hr@coachandequipment.com).

Workforce Development 1/5/21

#### Downline Packers (Penn Yan, NY)

- **KanPak** is seeking energetic, skilled **Downline Packers** for openings in our facility in Penn Yan, NY. 2nd Shift, 3pm-11pm. \$12.75/hour starting pay rate. 3rd Shift, 11pm-7am; \$13.00/hour starting pay rate. We operate 24/7, 7 days per week. This opportunity will require flexibility to work weekends and overtime. **Job Summary:** Our Downline Packer associates are responsible for product coming off the line from the time it is filled until it has been boxed and stacked onto pallets, ready to go to the warehouse for storage. **Essential Duties and Responsibilities:** Load bundles of boxes into machines. Operate labeler and ink-jet printer. Operate box erector and case packer. Load pallets onto conveyors. Stack cases on pallets. Use wrenches & pallet jacks. Manually clean equipment. Contribute to our excellence with a positive and flexible attitude. Ensures full compliance with all quality assurance standards, especially good housekeeping and overall cleanliness of products and work areas. Performs other duties as assigned. **Education and Experience:** High School/GED required. 2-3 years' experience or equivalent employment preferred. To apply go to: <https://goldenstatefoods.com/>.

Workforce Development 1/5/21

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

- **Silgan Plastics** has On-Site Walk-In interviews every Tuesday, Wednesday and Thursday at 2PM!! There are openings in the following positions: **Packers – Day and Night shifts. 8AM – 8PM and 8PM – 8AM. Summary Description:** Duties include inspecting and packing bottles at standard rate on assigned line(s). Responsible for general housekeeping. Assisting in scrap removal and grinding. Will pull plastic. May be required to operate a punch, load a conveyor or flamer and pack either blank or decorated bottles. May be required to tape and unitize cartons. **Major Responsibilities:** Promote a safe working environment. Understand and adhere to all Silgan safety policies and procedures to prevent injury to self and co-workers. Monitor ware for quality defects and promptly inform the operator and/ or the coordinator. Practice housekeeping on assigned line(s) and around machine including mopping if necessary. Initial and date box labels. Make out unit tickets. Do any other work as assigned by the Supervisor. **Education Required:** High School or GED. **Experience:** Required: 1 year of manufacturing experience. **Skills Required:** Must be dependable, have a good attendance record and be able to understand bottle specifications to assure proper bottle inspection. **Process Technician - 8 PM – 8 AM. Summary Description:** This position provides support for the daily activities in the Set-up process department and acts as a leader for all technicians in the Penn Yan facility. **Working Knowledge:** Able to support Silgan Penn Yan with stretch blow processing issues in the manufacturing of plastic containers. Able to effectively communicate with plant process set up technicians to resolve issues either by phone or by traveling into the plant. Capable of assisting product development engineers by applying plastic processing knowledge and experience to evaluate new products and make design recommendations to improve process capability. Ability to read and understand product part drawings and specifications and fully understand what features are critical to part function and performance. Able to provide independent recommendations for product design or process changes to improve product or processes based on Manufacturing needs. Ability to troubleshooting on stretch blow molding equipment and support technicians when break downs occur or containers are not running to quality standards. Troubleshoot Bottle and Jar defects. Perform preventative maintenance on Tooling. Quality Inspection requirements. Operate forklift. Operating production equipment in stretch blow molding machines like USB's and Aoki's, Jomar, Uniloy. Perform and assist in production machinery change overs and process set ups. Work closely with and support company product development engineers to help develop new processes and new containers. Determine optimum processes to meet product performance requirements. Work closely with color suppliers and customer service to ensure success on all future color orders. Run all new color samples. Some heavy lifting-up to 80 lbs. Leak detector knowledge a plus. Basic knowledge of hand tools. To apply go to:

<https://www.indeed.com/jobs?q=silgan%20plastics&l=Finger%20Lakes%2C%20NY&advn=3716443081218469&vjk=9167b7e11f738813>

Indeed 12/23/20

#### Maintenance Superintendent (Penn Yan, NY)

- **Home Leasing LLC** has an opening for **Maintenance Superintendent**. The Maintenance Superintendent reports directly to the Community Leader and oversees all necessary work required to maintain all physical assets of the community and keep them in good working order. **Duties:** Perform maintenance on equipment, vehicles and buildings. Provide on call coverage for emergency calls. Prepare apartments during turnover. Complete apartment service requests. Plan and implement snow removal. Inspect parking lots for oil spills, unauthorized vehicles and dumpster areas. Report building damage and vandalism, unusual circumstances and conditions, and other related incidents in writing to the Community Leader. Monitor site lighting and report problems. Respond to lock outs, noise problems and disturbances. Maintain records as required. **Knowledge and Skill Requirements:** Minimum of a High School diploma required. Previous property maintenance

experience required, including plumbing, electrical, HVAC, and carpentry. Previous supervisory experience preferred. Ability to work well with others, good communication skills, ability to multi-task. **Typical Physical Demands:** Regularly use hands to manipulate tools, controls, and equipment. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do maintenance work. Regularly lift and move supplies and equipment up to 75 lbs. **Typical Work Conditions:** Work is performed in apartments, common areas and on the property. Employee frequently interacts directly with residents and other staff members during the workday. This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. For a complete job listing and to apply go to:

<https://www.indeed.com/jobs?q=mainstenance%20superintendent&l=Penn%20Yan%2C%20NY&vjk=9df53786fa530107>

Indeed 12/17/20

### Production Operator (Penn Yan, NY)

- **Kelly Services** has partnered with a leading global supplier of technology-based functional coatings for ceramic, metal and glass products. We are currently looking for **Production Operators** for the Penn Yan area. This is temp-to-hire position with a 42-hour work week. Excellent wages and benefits when hired! NOTE: Starting wage is \$16.75/hour but will increase based on merit when hired on and every six months thereafter for up to 2 years. **Essential Responsibilities:** Operate the following equipment: Kilns, Jet Mills, Blender, Mixer, Dryers, Forklift, Screening equipment, Palletizer, etc. Ensure compliance with all safety rules and proper use of PPE. Adhere to company policies and procedures. Adhere to core values and behaviors. Follow standard operator procedures. Applicants should be open to working any of the 4 shifts listed below. Assignments will depend on business needs. Training will take place on a day shift and will last several months (at \$15/hour). After training, you will be moved to an overnight shift. "A" shift - \$16.00 per hour; Sun, Mon, Tues: 7:30am-7:30pm, Wed: 7:30am-1:30pm. "B" shift - \$16.75 per hour; Sun, Mon, Tues: 7:30pm-7:30am, Wed: 7:30pm-1:30am. "C" shift - \$16.00 per hour; Wed: 1:30pm-7:30pm, Thurs, Fri, Sat: 7:30am-7:30pm. "D" shift - \$16.75 per hour; Wed: 1:30am-7:30am, Thurs, Fri, Sat: 7:30pm-7:30am. **Qualifications:** 2+ years working in a manufacturing setting required. Proof of High School diploma or GED. Solid work history. Strong attention to details. Effective communication skills, both verbal and written. Ability to prioritize, organize and multitask. Ability to read and understand all necessary production instructions, spreadsheets and reports. Ability to work as a team. To apply go to: <https://nlx.jobsyn.org/f96ab95033234f1f87bb133f8eab4498161>

OSOS 12/16/20

### Quality Control Inspector (Penn Yan, NY)

- **Kelly Services** is looking for overnight **Quality Control** Technicians to work with a leading global supplier of technology-based functional coatings for ceramic, metal and glass products. The primary function of this position is to perform testing in the Quality Control and Polishing Labs on raw materials, in-process materials, and finished products as required by ISO procedures. This is a temp to hire position that will convert to permanent in the new year. Starting wage is \$20.00 per hour and this is a 42-hour work week. The schedule will consist of one 6-hour day (Wednesdays 12AM-6AM) and three 12-hour days (Thursdays-Saturdays 6PM-6AM). Must be able to train on days for up to 2 months if needed (pace will be determined by candidate progress). **Essential Responsibilities:** Remain compliant with Environmental, Health and Safety policies and practices. Adheres to company's Core Values and Behaviors. Performs testing of raw materials in accordance with raw materials specifications. Performs in-process and finished goods testing based on ISO9000 control plans. Performs equipment calibrations and maintenance to assure top working order. Reports in-process test data and monitors for zone rule violations. Reports raw material and finished goods data and monitors for compliance. Samples incoming raw materials as required. Assists in maintenance of raw material and finished product retains. Supports special testing requests for Engineering, R&D and AT as requested. Updates training as required to maintain proficiency in methods. **Required Qualifications:** Associates Degree in Science related field preferred. Minimum of 1-3 years of experience in working in a chemical laboratory. Demonstrated ability to perform chemical testing using similar or relative equipment. Ability to follow documented procedures and standards. Strong computer skills. Good project management skills. Able to work 12-hour shifts with the majority standing or walking. **Competencies:** Able to multi-task and work under time constraints. Able to work independently with minimal supervision. Must be able to test and report data with minimal errors. To apply go to:

<https://nlx.jobsyn.org/b97c29ba50e14e8beb2a3b6990fdb62161>

OSOS 12/16/20

### Job Leads for Surrounding Counties

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

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

Seneca County Job Leads: <https://www.co.seneca.ny.us/gov/services/workforce/job-leads/>

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

# CIVIL SERVICE EMPLOYMENT PORTAL

Yates County is an Equal Opportunity Employer.

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

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

To receive automatic e-mail notification when a specific Civil Service exam or job announcement will be offered, please register with our automatic e-mail notification service.

[Click Here](#) to download a printable application.

## Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
<a href="#">BUILDING MAINTENANCE WORKER - PENN YAN CENTRAL SCHOOL</a>	01/15/21	<a href="#">APPLY</a>
<a href="#">CUSTODIAL WORKER - PART TIME - PENN YAN CENTRAL SCHOOL</a>	06/30/21	<a href="#">APPLY</a>

## Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
63712	<a href="#">METER READER</a>	OC	02/02/21	03/06/21	<a href="#">APPLY</a>
77967	<a href="#">UTILITIES SERVICE WORKER</a>	OC	02/02/21	03/06/21	<a href="#">APPLY</a>
63282	<a href="#">UTILITIES SERVICE WORKER</a>	OC	02/02/21	03/06/21	<a href="#">APPLY</a>

### 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.

This is a list of all current exams within Yates County. For all exams, please see the General Conditions. Please follow the application guidelines.

*Please note, not all exams listed are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

## Competitive Class Positions

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

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

**OC = Open Competitive** - exams open to the public. **PROM = Promotional** - exams for current employees.

## Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
YC-14	ACCOUNT CLERK	CR	N/A	N/A	<a href="#">APPLY</a>
YC-13	ACCOUNT CLERK TYPIST	CR	N/A	N/A	<a href="#">APPLY</a>
YC-6	CASEWORKER	CR	N/A	N/A	<a href="#">APPLY</a>
YC-3	CLERK	CR	N/A	N/A	<a href="#">APPLY</a>
19070	COMPUTER AIDE	CR	N/A	N/A	<a href="#">APPLY</a>
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A	<a href="#">APPLY</a>
YC-11	CUSTODIAN	CR	N/A	N/A	<a href="#">APPLY</a>
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A	<a href="#">APPLY</a>
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A	<a href="#">APPLY</a>
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A	<a href="#">APPLY</a>
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A	<a href="#">APPLY</a>
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A	<a href="#">APPLY</a>
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A	<a href="#">APPLY</a>

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

**OC = Open Competitive** - exams open to the public. **PROM = Promotional** - exams for current employees.

<https://mycivilservice.yatescounty.org/jobopps>.

# JANUARY 2021

## January 2021: 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  <b>HOLIDAY</b>  <b>OFFICE CLOSED</b>	2
3	4  <b>Virtual HSE Class – Call for Info*</b>	5	6  <b>Virtual HSE Class – Call for Info*</b>	7	8	9
10	11  <b>Virtual HSE Class – Call for Info*</b>	12	13  <b>Virtual HSE Class – Call for Info*</b>	14	15	16
17	18  <b>HOLIDAY</b>  <b>OFFICE CLOSED</b>	19	20  <b>Virtual HSE Class – Call for Info*</b>	21	22	23
24	25  <b>Virtual HSE Class – Call for Info*</b>	26	27  <b>Virtual HSE Class – Call for Info*</b>	28	29	30

**\*Notes:**

**\*HSE: High School Equivalency**

For an Appointment Call: 315.536.5140, ext. 0 or Text: 315.694.1043



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

Finger Lakes Works in partnership with Finger Lakes Community College and Wayne Finger Lakes BOCES present the virtual workshop:



**When:** Thursday, January 14, 2021 **Time:** 3:00pm

**Where:** This will be a Zoom meeting presentation.

To register log onto <https://cutt.ly/LinkedInWebinar>

Deadline for registration is January 12, 2021. Once you register you will receive log-on directions.

**What:** Participants will learn how to best utilize the LinkedIn online platform. We'll showcase how to build profiles that attract employers, expand professional networks, and search and apply for jobs.

**Presenter:** Amanda Lesterhuis is the Youth Systems Coordinator for the Finger Lakes Workforce Investment Board. Amanda has been in the field of workforce development for 10 years mostly focusing on connecting young adults with training and employment opportunities.

For assistance e-mail: [alesterhuis@fingerlakesworks.com](mailto:alesterhuis@fingerlakesworks.com)

**Participate at no cost!**

---

# NOW HIRING PART-TIME SCHOOL BUS DRIVERS



## WE'RE LOOKING FOR YOU!

At First Student, our Bus Drivers are an integral part of the communities they serve. They are committed to safety, customer service and have genuine, caring attitudes for children. We are your friends, family, and neighbors!



## WE ARE PROUD TO OFFER:

- Paid training leading to a Commercial Driver's License (CDL)
- Starting rate of \$17.68/HR for new drivers & \$23.13/HR for class B experienced bus drivers

To qualify, you must be at least 21 years of age, have a valid driver's license, a safe driving record and be subject to a drug test.

APPLY IN PERSON OR GO ONLINE: [Apply.FirstGroupCareers.com](https://www.FirstGroupCareers.com)

(585) 647-9360  
455-B Adirondack St  
Rochester, NY 14606  
FIRSTGROUPCAREERS.COM



EQUAL  
OPPORTUNITY  
EMPLOYER