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Yates County Job Leads January 25, 2021

AUTOMOTIVE/DRIVERS

Painter/Undercoater (Penn Yan, NY)

- **Remedy** is seeking a **Painter/Undercoater for a Penn Yan company**. **Job Description:** 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. Responsibilities: Follows prescribed paint department procedures prior to making repairs and painting. Washes unpainted bus body or unpainted external parts to be painted using prescribed organic cleaners. Checks entire bus body for any defects in the paint and repairs where needed. Re-checks caulking to ensure completeness. Re-caulks as needed. Washes entire bus body with prescribed organic cleaner, and wipes down windows with dry rags. Cleans the paint booth and all paint spraying equipment and tools used in the painting process with appropriate organic solvent. Maintains all personal protective equipment in proper working order. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=50&advn=9774841503824780&vjk=b51100ce75998fea>

Indeed 1/20/21

Delivery Driver (Penn Yan, NY)

- This is a **full-time driver** opportunity with full time impact on our **NAPA** business! Does being out on the open road (not in the office/store all day) get you excited? While it takes some great people to serve our customers from the *inside*, our Driver jobs are for those who want to be *outside* serving our customers! **What you'll be doing:** Delivering parts to our Customers with a passion for developing relationships with our customers. Pick up parts from vendors, ensure stock room parts are accurately stocked and maintain/check inventory. Consistently focused on safety while driving and delivering our parts. Serving as a NAPA Brand Ambassador as you meet customers during your deliveries. Building long-term relationships with the customers you deliver to. Maintain store delivery truck through adherence maintained to safety checklists, ensuring vehicle is clean, and that basic maintenance is done (e.g., correct tire pressure). **What you'll need:** Minimum 18 years of age. Agility to bend to floor-level shelves and reach to upper shelves (eight feet) with use of stool or ladder when necessary and the stamina to stand and walk for entire work shift and lift up to 60 lbs of merchandise. Able to handle cash charge transactions correctly and core/part returns appropriately. Maintaining a distribution log or tracking system to record all deliveries/pickups made. Inspecting, protecting and maintaining company assets, merchandise, vehicles, building and people. Clear speaking and attentive listening skills. Driving throughout the metropolitan area using maps and directions. Able to be flexible with your schedule including evenings, weekends and holidays. Valid Driver's License. To apply go to: <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&vjk=3dc7c668d52dac4f>.

Indeed 1/15/21

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 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 or stop in at 635 Shannon Corners Road, Dundee. Give us a call 607-243-7568. Workforce Development 1/8/21

CUSTOMER SERVICE/SALES

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://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=50&vjk=f9e8a105c257ef6b>

Indeed 1/15/21

Sales Floor Associate (Penn Yan, NY)

- **Dollar Tree** is seeking motivated individuals to support our Stores as we provide essential products at great values to the communities we serve. **Summary of Position:** Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. Assist in the merchandising of the store. Fully cross-trained to assist with cash register operations, customer service and stock replenishment. **Principal Duties and Responsibilities:** Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks. Works in a safe manner. Adheres to and upholds policies and procedures. **Minimum Requirements/Qualifications:** General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers. High level of integrity and honesty; will be responsible for handling cash. To apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&vjk=68a60c0e0b07e880>

Indeed 1/14/21

Customer Service Representative (Penn Yan, NY)

- **Family Dollar** is seeking motivated individuals to support our Stores as we provide essential products at great values to the communities we serve. **General Summary:** 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. **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 accommodation. **Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays. **Skills and Competencies:** Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management. For more information and to apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=60&vjk=a7e5663686f15c2e>

Indeed 1/14/21

EDUCATION/SCHOOLS

HEALTHCARE/HUMAN SERVICES

Evening Residential House Manager (Penn Yan, NY)

- **MOZAIC** is currently hiring for an **Evening Residential House Manager**. This position is responsible for direct supervision of evening and weekend staff. This position also ensures that home is comfortable and maintained in a safe, sanitary and attractive condition along with implementing and observing staff to ensure the wellbeing and protection of the individuals. **Required Experience:** Three (3) years' experience working with people with development disabilities in a residential setting. One (1) year supervision experience. **Required Education:** High School Diploma or GED. **Other Requirements:** Valid and Acceptable NYS Driver's License Required. **Benefits Include:** Medical, Dental and Vision; Paid Holidays; 4 weeks paid time off in your first year of employment; 403-B plan; Many other competitive benefits. **Hours:** Sun & Mon OFF, Tues - Fri 2pm-10pm, Sat 11am - 7pm. To apply go to

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=50&vjk=6f628a702278f289>

Indeed 1/21/21

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.cccsrochester.org/> Workforce Development 1/17/21

LPN (Rushville, NY)

- **NYS Office for People with Developmental Disabilities** has openings for full time **Licensed Practical Nurses**. LPN's work in our group homes/clinical settings where, using detailed standard procedures and as directed by physicians or registered nurses, they treat patients for a variety of physical maladies to assist in maintaining patient health, preventing and curing illness and injury and alleviating suffering. They also observe patients through the duration of their treatment to obtain information on the physical conditions of such patients. Administer all injectable, j-tube and g-tube medications to assigned individuals. Implementing and monitoring the g-tube and j-tube feedings, including changing g-tubes as necessary. Implementing catheterization orders, trach care, deep oral and pharyngeal suctioning. Any additional medical nursing treatment as necessary. Assist with medical needs at IRA's. Other duties as directed by supervisor or nursing administrative staff. Could be assigned to float to other locations depending on staffing. Perform "Direct Care" duties as assigned. Salary: \$40,875 - \$49,709. Salary Includes a \$2,000 Geographical Differential. To apply email Brittany.a.littler@opwdd.ny.gov for an application. Workforce Development 1/14/21

LPN (Naples, NY)

- Busy family practice office seeks **full time LPN** 4 days per week. **Responsibilities include** patient rooming, patient phone calls and working directly with MD. Administration of pediatric and adult vaccines. Prior authorizations for insurance and ordering of medical supplies. Prefer candidate trained on EMR and previous office-based experience. Would consider RN candidate. Excellent benefits package including health insurance and retirement and competitive pay. **Pay:** From \$17.00/hr. **Benefits:** 401(k); 401(k) matching; Free parking; Health insurance; Paid time off. **Schedule:** 8-hour shift, Monday to Friday. **License/Certification:** LPN (Preferred). **Qualifications:** Current State Nursing License. Completed license needed upon starting work. To apply go to: <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&advn=2963942445629207&vjk=e35cde40b7e7230b> Indeed 1/14/21

Direct Support Assistant Trainee (Yates County, NY)

- **NYS Office for People with Developmental Disabilities** has openings for **Direct Support Assistant Trainees**. DSAT's perform a wide variety of person-centered supports and services for people with developmental disabilities which include advocating for, encouraging, guiding, and teaching individuals to express personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring their health and safety, and maintaining a healthy, safe home environment. The supports and services DSATs perform depend upon the specific abilities of the person(s) being served and the nature of the setting where the activities are performed. At the successful conclusion of your traineeship (12-15 months), you would advance without further examination to Direct Support Assistant, Salary Grade 9. Salary range for Grade 9 is \$36,772-\$45,200. To apply email Opwdd.sm.FL.hiring@opwdd.ny.gov for an application! Workforce Development 1/14/21

Outpatient Registered Nurse (Penn Yan, NY)

- **FLACRA** has an opening for an **Outpatient Public Nurse**. **Job Description:** Will provide primary nursing care to patients seeking treatment for Mental Health at a Mental Health treatment center working as part of the team in a medically supervised outpatient unit. Provide direction, supervision and assistance to LPN's and program staff where there are medical concerns; including on call support when necessary. Responds appropriately to crisis and emergency situations in order to ensure/secure the health and safety of the clients. Adheres to regulatory guidelines and follows-up by appropriate communication and documentation. FLACRA is a growing, not-for-profit behavioral health and substance abuse treatment provider with decades of experience and multiple innovative program located throughout the Finger Lakes Region. Our services include outpatient, residential, crisis center, vocational, housing and youth services. We pride ourselves on being committed to the professional development of all our staff and if that is important to you, we invite you to choose FLACRA! **Job Requirements:** Current NYS RN. Valid NYS Drivers' License. Behavioral health background preferred. Excellent written and verbal communication skills. Demonstrated ability to communicate effectively and work cooperatively with culturally diverse persons, staff and community service providers. Working knowledge of behavioral health. Ability to multi-task, have good problem solving & time management skills. Recognition and understanding of the scope of practice according to the Nurse Practice Act. To apply go to: <https://nlx.jobsyn.org/6483e3a6030f4a9485e8d97cd3ace850161> OSOS 1/13/21

Site Coordinator (Dundee, NY)

- **Pro Action's Senior Nutrition Meal Site** at St. Mark's Terrace in Dundee is seeking applications for the position of **part-time Site Coordinator**. The Site Coordinator will work 20 hours per week (currently 7:45 a.m. to 11:45 a.m., Monday through Friday), making this a great opportunity for someone looking to earn some extra income on a part-time basis or to

supplement their retirement income. Our part-time **benefits** include generous paid time off and sick leave, retirement plan with employer contributions and up to 13 paid holidays per year. The Site Coordinator must be friendly, outgoing and creative and genuinely enjoy working and interacting with older adults. Cooking and kitchen skills are required as are good computer skills for the purpose of data collection and reporting and the ability to lift and carry as much as 50 pounds. The Site Coordinator must be comfortable working independently as well as supervising others; will be responsible for food safety and quality and ensuring a safe, clean well-stocked and pleasant meal site for customers, staff and volunteers. Must follow NYS Dept. of Health and ServSafe guidelines for food safety and sanitation procedures. The Site Coordinator will be responsible for providing training and supervision to program volunteers and for delivering Home Delivered Meals when requested and assigned. A valid driver's license meeting agency standards is required for this position, along with the ability and willingness to work in Dundee daily. Please apply by January 26, 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. Pro Action 1/13/21

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. 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 1/8/21

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: <https://proactioninc.org/job-opportunities/>.

Workforce Development 1/22/21

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

- Ambulance Driver – SSH
- Cardiac Rehab Asst - SSH
- CNA LTC – Homestead
- Dietician - SSH
- GPN – Job Fairs/School Recruitment – Homestead
- LPN Clinic – Dundee Health Center
- LPN Internal Medicine – FLH
- LPN-LTC – Homestead
- Medical Assistant – Internal Medicine – FLH Geneva
- Medical Technologist – SSH
- Nursing Assistant/Unit Clerk – SSH
- Nurse Manager - LTC – Homestead
- Nutritional Services Aide – SSH
- Nutritional Services Team Leader - SSH
- 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
- Social Worker I (BSW) - Homestead

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 1/22/21

HOSPITALITY/RESTAURANT

Supply Coordinator (Penn Yan, NY)

- **Finger Lakes Premier Properties** has an opening for **Supply Coordinator**. The Supply Coordinator is primary responsible for overseeing, monitoring and preparing the daily housekeeping reports and supplies. The Coordinator works collaboratively with all employees and other FLPP stakeholders to support the company's goals through superior property service. The Coordinator collaborates with the Managers, Supervisors and Zone Leaders to monitor supplies and equipment. The position oversees the inventory and control of housekeeping supplies and assists with weekly inventory reporting and purchase requests. The Coordinator coordinates the preparation of all necessary equipment and supplies on a daily basis for housekeepers and Zone Leaders. The Coordinator will create and maintain an environment of continuous improvement and learning with the goal to ensure excellence, meeting property service goals and support sustainable growth of the department and FLPP. **Education and Experience:** One year of relevant experience, preferably in the vacation or hospitality industry preferred. Prior housekeeping experience is preferred. For a complete job listing and to apply go to:

<https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?vjk=c13d19d0c74052ab>

Indeed 1/22/21

Front Desk (Penn Yan, NY)

- **Best Western** has an opening for their **Front Desk**. **Description:** Represents the hotel to the guest throughout all stages of the guests stay in a positive and professional manner. This position is responsible for handling any and all guest interaction. They take reservations by phone and in person. They also check guests in and out daily. They handle all financial transactions with the guest, and solve or pass along any issues in relation to the guest. They work on hotel laundry, as well

as setting up/cleaning up breakfast. **Requirements: Job Qualification:** 1-2 years work experience in a customer service type position, preferably in a hotel or inn. Excellent customer service skills. Sales minded. All employees are expected to provide a High Hospitality Standard in Customer Service. Employees are responsible for correcting and reporting all situations that could adversely affect the customer's experience. Examples of this would be picking up garbage, cigarette butts, shoveling up snow from sidewalks, etc. Computer knowledge required. Ability to work a flexible work schedule necessary to support a 24x7 hospitality industry. For a complete list of Responsibilities and to apply go to: <https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?vjk=b1933d16021940c1> Indeed 1/22/21

Shift Leader (Penn Yan, NY)

- **Taco Bell** is seeking **Shift Leaders**. Our Shift Leaders will solve customer complaints quickly and with a smile; Provide feedback to Team Members in a positive manner; Communicate openly and honestly with the Restaurant Management team; Follow cash, security, inventory and labor policies and procedures. A Manager cannot be on duty 24/7 which is why we have Shift Leaders. We need quality leaders who promote an effective team and strive to provide our communities with great service. If you take ownership and responsibility to solve problems, seek help when needed and are willing to help and guide others then join our Indus team today! Apply now at <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=40&vjk=cc6fa11bce77e5b7!> Or check out our other positions available at indushg.com/career/. Indeed 1/20/21

Student Food Service Worker (Keuka Park, NY)

- **AVI Foodsystems, Inc.** is seeking **Student Food Service Workers**. Are you a current student at Keuka College looking for work on campus? AVI Foodsystems, Inc. is seeking friendly, service-oriented people to join our team! The duties and responsibilities of this position include: Prepare food for service at a dining facility on campus using established procedures, standards and recipes. Maintain clean, neat and orderly areas. Follow proper guest service procedures whenever interacting with others by smiling, making eye contact and greeting guests. Maintain a fast pace and ability to multitask when performing duties. **Job Requirements:** Must be a current student on campus. Ability to work a flexible part-time schedule on campus. Customer oriented. Previous food service experience a plus. Strong work ethic. Excellent communication skills. For more information and to apply, please contact: jobs@avifoodsystems.com. <https://nlx.jobsyn.org/cd8800d38f9b40a8b115d6ceb6d6d624161> OSOS 1/20/21

Vending Attendant (Keuka Park, NY)

- **AVI Foodsystems, Inc.** 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. <https://nlx.jobsyn.org/66d5a5967aaa4ec0ab5f719a934c5d82161> OSOS 1/8/21

Various Positions (Penn Yan, NY)

- **Microtel Inn & Suites** has the following positions available: * Front Desk Agent * Guest Services Manager * General Manager * Assistant Executive Housekeeper *Maintenance. For more information and to apply please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?l=Penn+Yan%2C+NY>. Indeed 1/22/21

OFFICE WORK/MANAGEMENT

Seasonal Retail Team Member (Keuka Park, NY)

- Follett Corporation has a part-time, temporary opening at **Keuka College** for a **Seasonal Retail Team Member**. **Job Description:** This temporary position greets customers, assists customers with store inquiries, answers the phone and/or directs callers, tabulates purchases using the register for transactions. Use safe money handling procedures and secure transaction practices. Greet customers and render assistance as necessary responding to inquiries of products and merchandise. ***This position is a temporary position that can last up to 6 weeks*. Hourly Pay Rate** for this position is

\$12.50 per hour. **Qualifications:** 0 - 12 months of previous retail or clerical experience preferred. Strong customer service skills including effective communication. Computer literacy. Ability to prioritize and organize workload. For a complete list of key responsibilities and to apply please go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=3779cbb8db6173d4>

Indeed 1/22/21

Customer Service Representative (Middlesex, NY)

- **Dudley Poultry** is seeking the ideal candidate to fulfill the following opportunity: **Customer Service Representative**. The 'just right' individual will be a talented, articulate communicator, understanding the power of warmth and empathy while serving and building relationships with customers. Confidence will put this candidate to the front of the line as well as the ability to quickly assess a situation, trust ones' instincts and follow through. Other qualifying attributes are being eager and more importantly being curious to understand the depths of the business and the customers' needs. The qualified candidate will be resilient, patient and understand the importance of remaining professional with Dudley Poultry Wholesale customers, this being important to the company's 55-year credibility and brand appearance. Accurate spelling, neat handwriting and word choice are a must along with computer savvy. Monday-Friday (no nights or weekends). Medical, vacation and sick days; 10% discount on all products. We are ready to train and support you in your new role and celebrate your successes. If interested, please reply. Craigslist post id: 7265217837 1/20/21

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 1/19/21

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/144056420df1400cb1f3af1d58312383161> OSOS 1/12/21

Associate Team Leader (Penn Yan, NY)

- Joining **H&B Block** as an **Associate Team Leader**, you'll support a single retail office during tax season to consistently exceed client expectations and provide daily operations direction for the tax office. You won't prepare taxes in this role, so prior tax preparation experience is not required. You will be a vital part of the team to deliver on our purpose-to provide help and inspire confidence in our clients and communities everywhere. 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...** Support the Multi-Unit Team Leader, serving as onsite point of contact for tax office associates and clients, ensuring quality and consistent execution that will allow us to promote the value of H&R Block. Execute and hold all tax office associates accountable to Standard Operating Procedures (SOP) execution and client service experience, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. Serve as point of contact for onsite escalated client service concerns. Ensure clients are scheduled properly and conflicts are resolved, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. Lead the office from the front desk, providing phone coverage and engaging with clients to deliver an outstanding experience. Lead daily activities to ensure that all tax office associates are scheduled, and work is completed according to deadlines, with attention to quality standards, priorities and overall goals. Lead daily huddles and communicate essential information to office associates. **It would be even better if you also had...** Experience supervising or managing people. History of delivering outstanding customer experiences. Bilingual candidates strongly

encouraged to apply! **What you'll bring to the team...** Prior experience working in customer service or similar role. Strong organizational skills and ability to plan and manage day-to-day office operations. Customer-centric mindset and strong communication skills. Computer proficient with the ability to use MS Office. Demonstrated ability to work independently with minimal supervision. Passionate, determined, resilient under stress and a will to win attitude. Able to work a flexible work schedule of 40 hours per week and flexibility based on business needs. High school diploma/ equivalent or higher. To apply go to: <https://nlx.jobsyn.org/99634d3ee33b4edc8339849ea26d9dbe161> OSOS 1/13/21

LABOR/AGRICULTURAL

Public Safety Ranger (Finger Lakes, NY)

- **2021 SEASONAL Public Safety Ranger Hiring Information: Duties and Responsibilities:** Public Safety Rangers provide general security services within the Division of Park Police of the Office of Parks, Recreation and Historic Preservation. They are responsible for insuring patron safety, and the prevention of unlawful activities, through patrol (presence). This is a seasonal-only position, generally from late May to Labor Day. Public Safety Rangers are subject to the provisions of the Security Guard Act of 1993, are unarmed and have neither peace nor police officer status. They will be assigned to patrol park facilities and grounds, maintain order, enforce park ordinances / regulations, and answer questions from park patrons. On a situational basis, incumbents may also assist with search and rescue operations and marine patrol. **SALARY: \$18.88.** **Positions Qualifications:** Candidate Must: Be a United States citizen; Be at least age 18 at time of appointment; Have a High School Diploma or its equivalent; Have a valid Class D New York State Driver's License; Meet certain physical and medical requirements, including drug testing; Be of good moral character and successfully complete a background investigation. (Conviction of a felony or misdemeanor may bar appointment); Successfully complete 80 hours of prescribed training including 24 hours of Security Guard training. For Additional Information and to find out where to mail your applications, contact the NYS Park Police Recruiting Office at the Park Office nearest you. Mid-State (315) 492-6422 (Thousand Islands, Central, Finger Lakes). EMAIL: POcareers@oprhp.state.ny.us. To apply, contact the employer on-line: Website: <https://parks.ny.gov/park-police/ranger-employment.aspx>. Workforce Development 1/15/21

Custodial Crew Leader (Penn Yan, NY)

- **Mozaic** is hiring for a **Custodial Crew Leader**. This position provides all needed custodial supervision, transportation, and documentation of services to ensure all work is completed according to Agency and contract requirements. Crew Leaders must be able to problem solve effectively with individuals, team members, and service providers to provide quality services for all individuals and customers. **Required Experience:** 1-3 years working experience with individuals with disabilities. **Required Education:** High School Diploma or GED. **Other Requirements:** A valid and acceptable NYS driver's license. Ability to lift agency materials, equipment, etc. Positive attitude, detail and customer oriented. Multitasking and organizational ability. **Benefits Include:** Medical, Dental and Vision. 5 weeks paid time off in your first year of employment. 403-B plan. Many other competitive benefits. **Hours:** Monday - Friday; 35 hrs/week; 2pm-10pm. To apply go to: <https://nlx.jobsyn.org/e09750dd8ecc45848289d91e62ea784c161> OSOS 1/14/21

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: qglonebelgian@yahoo.com, call or text: 585-261-2095. Workforce Development 1/8/21

SKILLED/MANUFACTURING

Project Manager (Penn Yan, NY)

- **KanPak** is seeking an energetic, skilled **Project Engineer**. The Project Engineer utilizes sound engineering principles to plan, manage, own and execute capital projects that enhance safety, quality and profitability for the KanPak, Penn Yan plant. **Responsibilities** include project scoping and design, project management, bid solicitation, managing contractors and ensuring the successful implementation and completion of projects. This position builds relationships and coordinates closely across departments to ensure accurate planning, scheduling and financial reporting. Stays abreast of new technology and developments in the production and packaging environment to best serve the objectives of the organization. **Qualifications:** B.S. degree in an engineering field. 7+ years of experience as a Project Engineer. Proven ability to plan and manage multiple projects on-time and under budget. Excellent knowledge of design and visualization software such as AutoCAD, Solidworks, etc. Excellent verbal and written communication skills. Knowledge of the safe design, sanitary

design, food processing equipment, and packaging equipment is desired. Familiar with best practices for food manufacturing and procedures. Working knowledge of electrical power, hydraulics, pneumatics, and facility design is desired. Strong project management skills and proven ability to manage multiple projects on-time and under budget. Aptitude for working collaboratively with multiple disciplines within teams and projects. For a list of Duties and Responsibilities and to apply go to:

<https://www.indeed.com/jobs?q=kanpak&l=Penn%20Yan%2C%20NY&vjk=ab637dc79a88b84c>

Indeed 1/22/21

Boat Mechanic/Technician (Dundee, NY)

- **OSM Off-Shore Marine & Construction, Inc.** is seeking an **Experienced Boat Mechanic/Technician**. Must be able to work independently with good people skills. Needs to be experienced with older and newer boat engines/motors. These include Outboards, Inboard-outboard, and Stern Drive motors. Preferably has own tools. Valid Driver's License required and comfortable around water. We are located on the westside of Seneca Lake approximately 10 miles north of Watkins Glen in the Dundee area. You can visit our website at <http://www.dockbuilders.net>. Please call 607-243-8496 for an appointment and application. Messages are returned Monday - Friday. Workforce Development 1/21/21

Laborer (Dundee, NY)

- **OSM Off-Shore Marine & Construction, Inc.** is seeking an **Experienced Laborer** with carpentry and building knowledge. Must be able to lift at least 70 pounds. Basic tools preferable and valid Driver's License required. We are a dock and lift building company along with general construction such as stairs, decks, and interior work. Must be comfortable with heights and water. We are located approximately 10 miles north of Watkins Glen on the westside of Seneca Lake in the Dundee area. You can visit our website at <http://www.dockbuilders.net>. For application and appointment, please call 607-243-8496. Messages are returned Monday - Friday. Workforce Development 1/21/21

Maintenance (Penn Yan, NY)

- **Microtel Inn & Suites** has an opening in **Maintenance. Your Day Might Include:** Performing minor troubleshooting and maintenance of hotel equipment such as fridges. Checking in with the Manager and Housekeeping staff regarding work orders and need repairs. Repairing a leaking shower. Checking the Pool and Spa chemicals. To be successful in this position you will need a general knowledge of power tools, equipment, and building materials. 2+ years in a similar field is recommended. Maintenance duties can be physically demanding. Please know that you will spend most of your shift on your feet standing, climbing, walking, and kneeling. You will often need to lift, pull, and push items up to 50 pounds. If you do not feel comfortable doing this, this is not the job for you. To apply go to:
<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&vjk=6df3ae3b2bf58f62>

Indeed 1/16/21

Cleaner (Rushville, NY)

- **Marcus Whitman Central School District** has an opening for **Substitute Cleaner**. This is routine work requiring efficient performance of simple cleaning tasks under general supervision. The work of employees in this class involves only the thorough execution of tasks which follow a well-established routine. **Typical Work Activities:** (Illustrative only) Dusts chairs, tables, desks and other furniture; Washes windows, walls, woodwork, water closets, tubs and bowls; Sweeps, mops, and washes floors; Gathers and disposes of refuse; Cleans and polishes furniture and brass. May act as crossing guard to assist elementary age children crossing school streets. **Full Performance Knowledges, Skills, Abilities and Personal Characteristics:** Some knowledge of cleaning methods, materials and equipment; Ability to understand and follow simple oral and written directions; Ability to get along well with others; Ability to read and write; Thoroughness; Cleanliness; Good physical condition. **Minimum Qualifications:** None is required but some experience in building cleaning work is desirable. **Job Qualifications:** Must meet Yates County Civil Service requirements. These are noncompetitive 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. **Application Procedure:** Must complete Yates County Civil Service Application. Click on the link below to access the application. [Yates-Civil-Service-Application-2019.pdf](#). Mail or drop off application to Yates County Personnel, 417 Liberty Street, Suite 1007; Penn Yan, NY 14527.

Yates County Personnel 1/15/21

Custodian (Keuka Park, NY)

- Finger Lakes Premier Properties is looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. It is the responsibility of the Custodian to support Finger Lakes Premier Properties' goals to protect and maintain our client's facilities, by providing superior property cleanliness and customer service, and to maintain a professional image at all times. Custodians are responsible for ensuring all established cleaning procedures and guidelines are followed; maintains a consistent, high

quality cleaning service. Delivers personalized service that attends to our client's needs, and meets or exceeds all service standards. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. **Position Available: Part-Time:** 5pm -9pm Monday-Friday; **Full-Time:** 2pm-10:30pm Monday-Friday; 6am-2:30pm Wednesday-Sunday. **Requirements: Education & Experience:** One year of relevant experience, preferred. Knowledge of use and maintenance of industrial cleaning equipment and appliances. **Knowledge, Skills & Abilities:** Ability to learn to operate all equipment used by the Custodian crew to clean, strip floors, wax floors of tiled surfaces. Adaptability/Flexibility. Customer focus. Interpersonal communication. Personal energy & enthusiasm. Results focused. Detail oriented. Organizing skills. Team oriented. Time management skills. Must be able to work a flexible work schedule necessary to support a 24/7 college environment. To apply go to:
<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&vjk=3c632c455c5eb43c>

Indeed 1/15/21

Master II, Product Development (Penn Yan, NY)

- **Ferro Corporation** has an opening for **Master II, Product Development. Job Description:** Responsible for product development of new dielectric products for capacitor and other electronic applications. Also, responsible for product development of new metal oxide particles and colloidal ceria particles. **Responsibilities Related to the Job:** Interact on a daily basis with the R& D team members and frequently with the Operations team, Commercial team, and external customers. **Required Qualifications and Knowledge:** Expert technical skills and knowledge in product development of new metal oxide particles and new dielectric materials. Demonstrated ability to collaborate with R& D team members, operations team and external customers. Strong ability in preparation of technical presentations and present to customers. Ability to manage traveling domestically and internationally. **Education and/or Experience:** Master's degree in science or engineering discipline and at least 5 years of experience working in industry or academic laboratory, or, Ph.D. degree in science or engineering discipline and at least 2 years of experience working in industry or academic laboratory. Travel Requirements: Required to travel domestically and internationally. About 5-15% travel time. **Competencies/Job Skills:** Ability to work well in a team environment and lead product development effort to successfully complete assigned product development projects. Ability to carry out efficient communication with team members as well as internal and external customers. A goal-getter with good energy to drive to success. To apply go to:
<https://nlx.jobsyn.org/83e2baaf02eb4c48a5c804ace85cd888161>

OSOS 1/15/21

Process Technician (Penn Yan, NY)

- **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=1eed09f85f459f43>

Indeed 1/15/21

Packers (Penn Yan, NY)

- **Silgan Plastics** has openings for **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. To apply go to:

<https://www.indeed.com/jobs?q=silgan%20plastics&l=Finger%20Lakes%2C%20NY&advn=3716443081218469&vjk=203d7e09244e5e1d>

Indeed 1/15/21

Construction Laborer (Penn Yan, NY)

- On the Level Remodeling is looking for a qualified candidate to help with interior and exterior remodeling. Work is primarily in the Penn Yan area. Job includes heavy lifting, ladder work, operating power tools and most phases of construction work. 3+ years' experience is required. Clean driver's license is also required. Pay based on work experience. Typical hours are Monday-Friday 8-4 PM. Full-time; \$16.00 - \$20.00 per hour; Monday to Friday. COVID-19 considerations: We work in unoccupied homes and avoid contact with our customers. Masks will be worn at appropriate times. License/Certification: Driver's License (Required). To apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&vjk=cd592276e0e6cd78>

Indeed 1/13/21

General Construction Laborer (Naples, NY)

- Diversified Contracting** is seeking **construction laborers** of high quality to join our growing, quality-oriented company. Immediate, full-time openings are available now. Be a part of our loyal team in the beautiful Finger Lakes region. Full time, year-round work! **Experience Required:** Candidates must be career-minded individuals who are ready to work. Reliable transportation and a tobacco-free workplace will be expected. **Skill Set Required:** Ability to accurately measure. Ability to follow all safety regulations. Experience in all hand tools, equipment, and materials common to the trade. Diversified Contracting Co | 150 S Main St | Naples, NY 14512 | 585-374-2972. Salary: \$14.00 to \$25.00/hour. Who you will chat with: Hannah. Where is the apply button? We choose to begin the process with a phone call. If interested, please call during the date and time provided. <https://directtointerview.indeed.com/phone/250805/>

Indeed 1/11/21

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. Send the filled-out application and your resume to 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. Send the filled-out application and your resume to 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. Send the filled-out application and your resume to 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

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: <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
CLEANER - PART TIME - MARCUS WHITMAN SCHOOLS	02/19/21	APPLY
CUSTODIAL WORKER - PART TIME - PENN YAN CENTRAL SCHOOL	06/30/21	APPLY

Upcoming Exams

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

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	APPLY
YC-13	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
YC-11	CUSTODIAN	CR	N/A	N/A	APPLY
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A	APPLY
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
YC-9	OFFICE ASSISTANT I	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.

<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 HOLIDAY OFFICE CLOSED	2
3	4 Virtual HSE Class – Call for Info*	5	6 Virtual HSE Class – Call for Info*	7	8	9
10	11 Virtual HSE Class – Call for Info*	12	13 Virtual HSE Class – Call for Info*	14	15	16
17	18 HOLIDAY OFFICE CLOSED	19	20 Virtual HSE Class – Call for Info*	21	22	23
24	25 Virtual HSE Class – Call for Info*	26	27 Virtual HSE Class – Call for Info*	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

FEBRUARY 2021

February 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 NO HSE	2	3 HSE: 5pm-8pm (By Appointment Only) Life Skills 1:30pm-2:30pm	4	5	6
7	8 HSE 9am-12pm (By Appointment Only)	9	10 HSE: 5pm-8pm (By Appointment Only) Life Skills 1:30pm-2:30pm	11	12	13
14	15 HOLIDAY OFFICE CLOSED	16	17 HSE: 5pm-8pm (By Appointment Only) Life Skills 1:30pm-2:30pm	18	19	20
21	HSE 9am-12pm (By Appointment Only)	23	24 HSE: 5pm-8pm (By Appointment Only) Life Skills 1:30pm-2:30pm	25	26	27
28						

***Notes:**

*HSE: High School Equivalency

*HSE available in person

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

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