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Yates County Job Leads May 3, 2021

AUTOMOTIVE/DRIVERS

Drivers/Yard Personnel (Penn Yan, NY)

- **Carey's Lumber** is seeking **full-time delivery/yard personnel**. We offer a fun work environment with a set schedule, competitive pay, generous employee benefits including paid time off. Key responsibilities include: Loading and delivering goods to customers. Unloading trucks. Operating fork-lift. Stock and Organize building materials. Periodically lifting up to 80 pounds. Experience working with building trades desirable, but not required. Valid NYS driver's license required; CDL license preferred. If you currently do not have your CDL we will be willing to help you obtain it. Compensation: Competitive pay commensurate with skill-level and experience. To apply, contact the employer by email, or on-line: Email: info@careyspennyan.com; Web-site: <https://nlx.jobsyn.org/1619712774264feabe5a8d2f3cc0ba8d161>. OSOS 4/23/21

Delivery Driver (Penn Yan, NY)

- **GPC – Genuine Parts Company** has an opening for **Delivery Driver**. This is a full-time driver opportunity with full time impact on our **NAPA** business! A NAPA Delivery Driver is a great opportunity whether you are looking to spend your career with us as a Driver, want to get your foot in the door with us to explore other careers at some point, and or just want to earn some extra income - We welcome you! **What you'll be doing:** Delivering parts to our Customers with a passion for developing relationships with our customers. Picks 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 with good driving record. If you decide that this role is not for you, please check out some of our other great careers by visiting NAPAautojobs.com. To apply go to: <https://nlx.jobsyn.org/3b147f64ad724c88a2ed007aafb62b3b161> OSOS 4/22/21

CDL Driver (Dundee, NY)

- **Cardinal Disposal** is seeking CDL A or CDL B drivers. 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. Visit Cardinaldisposal.com to fill out our online application. Facebook 4/15/21

Diesel Technician (Dundee, NY)

- **Cardinal Disposal** is seeking an Experienced Diesel Technician. **Job Description:** The Diesel Technician maintains diesel equipment, completes inspections and preventive maintenance requirements, corrects vehicle deficiencies, completes adjustments and alignments, and maintains records to ensure we are able to keep our level of commitment to safety and customer service. We are currently seeking to fill the positions below: **Technician B:** Demonstrates the ability to identify operating issues including examining, test driving and troubleshooting electrical and mechanical problems using standard testing procedures and computer diagnostic equipment. Technician also demonstrates the ability to correct any operating issues that are found. **Technician A:** Demonstrates the ability to inspect, troubleshoot, and repair vehicle brakes, suspension, steering, tires, rims, hubs, PTO, hydraulics, engine, cooling, starting, ignition, charging, lighting systems, fuel and air intake systems, heating, ventilation, and cooling systems to ensure vehicles are in safe and dependable operating condition. **Master Technician:** Demonstrates the ability to inspect, troubleshoot, and repair all vehicle and equipment systems. Can rebuild and replace engines, engine components, transmissions, drive line and rear-ends, mechanical systems, electrical systems, and hydraulic components. Visit Cardinaldisposal.com to fill out an online application. Facebook 4/15/21

CDL Bus Driver (Penn Yan, NY)

- **Mozaic** is hiring for a **Certified Bus Operator** with a CDL and a P endorsement. This position will ensure individuals with disabilities receive safe, reliable transportation support from their home to various day programs, employment sites, or other fixed routes. Full Time, Part Time and Substitute positions available! Will Train! **Required Experience:** Experience working with Individuals with Disabilities preferred. **Required Education:** High School diploma or GED Certificate preferred; CDL, minimum class C, with passenger endorsement. **Other Requirements:** must meet the requirements for 19A Certification. **To apply go to:** <https://nlx.jobsyn.org/0554510dc539415b846850eeeaedf42e161> OSOS 4/10/21

Substitute Bus Drivers (Penn Yan, NY)

- **The Penn Yan Central School District** is actively hiring for **Substitute Bus Drivers**. Interested individuals should apply using the Yates County Civil Service Employment Portal 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 Dr., Penn Yan, NY 14527. Workforce Development 4/9/21

CUSTOMER SERVICE/SALES

Field Service Technician (Penn Yan, NY)

- **Clean and Green** is hiring! We clean Roofs, Houses, Windows, Decks, Docks, Gutters and Much More. We are looking for a full time energetic, motivated, well spoken, well groomed, hard worker, positive attitude and DEPENDABLE personal to join our team. Weekends and driver's license are a must! No experience needed, we will train the right person! Call 315-212-4530 or apply now on our Facebook page. Facebook 4/29/21

Customer Service Representative (Penn Yan, NY)

- **Penn Yan Plumbing and Heating** is seeking a friendly, professional, welcoming, and helpful full-time **Customer Service Representative**. No experience required. Apply within. 100 Horizon Dr, Penn Yan, NY. Workforce Development 4/29/21

Cashiers (Penn Yan, NY)

- **ALDI** has openings for **Part-Time Cashiers**. **Wages:** \$14.70/hour Year 1. \$15.20/hour Year 2. \$15.70/hour Year 3. When you join our team as a Cashier you'll be responsible for efficiently processing customer purchases while providing excellent service to keep our customers coming back again and again. You'll also help with keeping the store neat and looking its best, returning misplaced items to shelves and keeping the store clean and tidy. **Average Hours:** 30 hours/week or fewer. **Physical Demands:** Regularly required to sit, stand, bend, reach, push, pull, lift, carry, and walk about the store. Must be able to perform duties with or without reasonable accommodation. **Job Qualifications:** Provides prompt and courteous customer service. Ability to operate a cash register efficiently and accurately. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal communication skills. Ability to work both independently and within a team environment. Effective time management. Knowledge of products and services of the company. Meet any state and local requirements for handling and selling alcoholic beverages. **Education and Experience:** High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. A combination of education and experience providing equivalent knowledge. To apply go to: <https://nlx.jobsyn.org/258a2d2c304e4ff3897f11b9eaf77739161> OSOS 4/29/21

Stockers (Penn Yan, NY)

- **ALDI** has openings for **Part-Time Stocker**. **Wages:** \$14.70/hour Year 1; \$15.20/hour Year 2; \$15.70/hour Year 3. **Average Hours:** 30 hours/week or fewer. **Physical Demands:** Ability to stock merchandise from store receiving to shelving; ability to place product weighing up to 45 pounds, on shelving at various heights. Regularly required to sit, stand, bend, reach, push, pull, lift, carry and walk about the store. Must be able to perform duties with or without reasonable accommodation. **Job Qualifications:** Provides prompt and courteous customer service. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal communication skills. Ability to work both independently and within a team environment. Effective time management. Knowledge of products and services of the company **Education and Experience:** High School Diploma or equivalent preferred Prior work experience in a retail environment preferred. To apply go to: <https://nlx.jobsyn.org/cf895eea7ece47ef8fbf3032d8a42cde161>

OSOS 4/29/21

Cashiers (Dundee, NY)

- **Dandy Mini Marts is seeking Cashiers**. **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://osos.labor.ny.gov/osos.html>

OSOS 4/18/21

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. Our teams are working tirelessly to provide a clean and safe environment for our Associates and customers. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=d85cf06acb3c9ad6>

Indeed 4/15/21

Customer Service Representative (Penn Yan, NY)

- 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. **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 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. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=5f4dfc96d000b9c6>

Indeed 4/15/21

Entry Level Merchandiser (Penn Yan, NY)

- **Tractor Supply Company** is seeking an **Entry Level Merchandiser**. This position is responsible for traveling with the Field Activity Support Team (FAST) to stores within an assigned district to own and execute "start to finish" variable tasks such as planograms and physical inventories, as well as provide support for other tasks including merchandise and fixture assembly, and the maintenance of all signage. This position will interact with customers and team members, while providing legendary customer service. **Experience:** Prior retail and/or merchandising experience is required. Farming, ranching, pet/equine, or welding knowledge is preferred. Must be 18 years of age or older and possess a valid driver's license. **Education:** A high school diploma or equivalent is preferred, but not required. Regardless of education level, FAST Team Members must be able to read, write and count accurately. **Knowledge, skills or abilities:** Farming, ranching, pet/equine, or welding knowledge is strongly preferred. Strong communication and problem-solving skills. Basic computer skills. For a complete job listing and to apply go to: <https://nlx.jobsyn.org/223e55199ab84c0886f8babd9bc79a74161> OSOS 4/10/21

Team Member (Penn Yan, NY)

- **Tractor Supply Company** is seeking **Team Members**. Must be at least 18 years of age. This position is responsible for interacting with customers and team members, supporting selling initiatives and performing assigned tasks, while providing legendary customer service. **Qualifications: Experience:** No experience required. Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. **Education:** A high school diploma or equivalent is preferred, but not required. Regardless of education level, Team Members must be able to read, write and count accurately. For a complete job listing and to apply go to: <https://nlx.jobsyn.org/253a99d4161c4e829df454bbe08e5cef161> OSOS 4/10/21

Deli Associate (Penn Yan, NY)

- **Penn Yan Express Stop** has openings for **Deli Associate**. This job entails customer service at the deli and registers. Making subs and sandwiches, fried foods, pizza's along with stocking, prep and cleaning. Running register and stocking coolers. Work experience a plus. We will train if willing to work in a fast paced busy environment. **Education:** High school or equivalent (Preferred). **Experience:** Workday: 1 year (Preferred). Personal training: 1 year (Preferred). **Job Types:** Full-time, Part-time. **Schedule:** 8 hour shift; Day shift; Holidays; Monday to Friday; Weekends. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=40&advn=3056986052638070&vjk=b33e7abe042f3d09> Indeed 4/8/21

EDUCATION/SCHOOLS

LPN (Dundee, NY)

- **Dundee Central School District** has an opening for a **full time, 10 month LPN**. \$13.50/hour. Effective Date: 8/12/21. This position will be under the supervision of the School Registered Nurse. Duties of this position include but are not limited to administering prescribed medication, performing prescribed medical treatments, keeping records of medical procedures and medication administered, assisting students with any health related needs including self-care needs such as hygiene, toileting and nutrition; attending workshops to improve skills necessary to deal with students, including maintaining CPR and First Aid Certification, riding bus and assisting with loading and unloading students at home and school as needed, and performing other duties as assigned. Must possess the ability to relate to children, including those with special needs. For consideration, all applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department. An application is available on the County website www.yatescounty.org Personnel Department Applications and Forms. Workforce Development 4/9/21

HEALTHCARE/HUMAN SERVICES

LPN's and CNA's (Penn Yan, NY)

- **Penn Yan Manor Nursing Home** is currently looking for **LPNs** to cover our evening and night shifts. We are also looking for **CNAs** for evenings and nights. Come work with the BEST!! Call 315-536-2311 and ask for Karen. Workforce Development 4/29/21

Direct Professional IV (Penn Yan, NY)

- **Mozaic** is currently hiring for a **Direct Support Professional IV**. This position will work with individuals with developmental disabilities and be responsible for maintaining all documentation for Life Plan Reviews. This position will also be responsible for supervising DSP's when the Site Coordinator is not there, evaluate and provide ongoing training to other Direct Support Professionals. **Required Experience:** Three (3) years' experience working with individuals with developmental disabilities. One (1) year of supervisory experience. **Required Education:** High School Diploma or GED required. Associate degree in Human Services or a related field preferred. **Other Requirements:** Valid and Acceptable NYS Driver's License. Currently or ability to obtain Med Certification required (will train). **Benefits Include:** Medical, Dental and Vision. Offering Daily Pay (Work today get paid today). 4 weeks paid time off in your first year of employment. Paid Holiday. 403-B plan. Pay starts at \$14 and increases based on experience in the field. To apply go to:
<https://nlx.jobsyn.org/d9cf2bd94d144b7da6155bb1a9db9d1c161> OSOS 4/29/21

Child Advocacy Specialist (Penn Yan, NY)

- **Safe Harbors of the Finger Lakes, Inc.** staff are a passionate, dedicated team of professionals who strive every day to impact the communities we serve in a positive way. We maintain an unwavering commitment to ending interpersonal violence in our communities through comprehensive support and expert educational services. **JOB SUMMARY:** The role of the **Child Advocacy Specialist** is to provide Child Advocacy Center-based crisis support to child victims of abuse and their non-offending caregivers. The advocate will work in collaboration with partner agencies to reduce trauma to children and their families. This is an offsite, co-located position at the Child Advocacy Center of the Finger Lakes. **QUALIFICATIONS:** Associates degree in human services, criminal justice, sociology or related field. Minimum of two (2) years' experience working with children and families where abuse and violence has been identified OR 3-5 years' experience working with children and families. Commitment to the mission of Safe Harbors and the Child Advocacy Center of the Finger Lakes. Ability to work independently, with good organizational skills. Ability to foster a cooperative, collaborative work environment. Ability to plan, develop and implement short and long range goals. Ability to maintain emotional stability under duress. Excellent communication skills, including public speaking ability. Comfort dealing with and talking about sensitive issues. **WORK SCHEDULE and COMPENSATION:** 40 hours per week, generally M-F 8:00am—4:30pm with variations based on client's needs, including some evening and weekend hours. \$18 hourly plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan. **HOW TO APPLY:** You must submit both cover letter and resume by email to be considered for the position. Email: mgilbert@shflny.org OSOS 4/27/21

Youth Human Trafficking Advocate (Penn Yan, NY)

- **Safe Harbors of the Finger Lakes, Inc.** staff are a passionate, dedicated team of professionals who strive every day to impact the communities we serve in a positive way. We maintain an unwavering commitment to ending interpersonal violence in our communities through comprehensive support and expert educational services. **JOB SUMMARY:** The Advocate is responsible for providing crisis intervention and advocacy services for individuals in Yates, Ontario and Seneca County who have experienced labor or sex trafficking—adults and minors. The advocate will also assist with developing and conducting human trafficking trainings. **QUALIFICATIONS:** Associates degree in human services. Bachelor's degree in social work or related field preferred. Two years' experience working with victims of crime. Commitment to the mission of Safe Harbors. Ability to work independently, with good organizational skills. Ability to foster a cooperative, collaborative work environment. Ability to plan, develop and implement short and long range goals. Ability to maintain emotional stability under duress. Excellent communication skills, including public speaking ability. Comfort dealing with and talking about sensitive issues. Must be adaptable and flexible. Must exhibit cultural competence. Bilingual preferred but not required. Must have reliable transportation, and able to travel from different office locations in the tri-county area. Driver's license required. **WORK SCHEDULE and COMPENSATION:** 40 hours per week, generally weekdays 8:00am-4:30pm with variations based on client's needs. Some evening and weekends. \$18 per hour plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan. **HOW TO APPLY:** You must submit both cover letter and resume by email to be considered for the position. Email: mgilbert@shflny.org OSOS 4/27/21

Planning Coordinator DSP IV (Penn Yan, NY)

- **Mozaic** has an opening for **Planning Coordinator DSP IV**. **Primary Duties and Responsibilities:** Oversees all aspects of the Staff Action Plans for the people we support and is responsible for regulatory compliance and quality assurance of their assigned caseload. This includes the development of the Staff Action Plans, suggestions of daily activities and services for designated caseload, and ensuring regular documentation regarding the response of the person to the plan. Evaluates and provides ongoing training to designated staff. **Minimum Qualifications:** High School Diploma and three years of experience working with people with intellectual and/or developmental disabilities or an Associate Degree with 1-year experience. A valid NYS driver's license is required. For a complete job posting and to apply go to:
<https://nlx.jobsyn.org/68d0d5e4176f485eb9cca06b6d786a1a161> OSOS 4/22/21

Youth and Family Services Director (Penn Yan, NY)

- **FLACRA** has an opening for **Youth and Family Services Director**. The Youth and Family Services Director is responsible for oversight and development of the agency's services and programming for children, youth and family. 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! For best consideration, submit resume and cover letter to: <http://fingerlakes.craigslist.org/fb/fgl/hea/5529333002> or mail to Attn: HR, 28 E. Main Street, Clifton Springs, NY 14432. Experience with E-Record preferred. **Minimum Qualifications:** Licensed Mental Health Professional and a preferred prior experience in behavioral health program management and development. Valid NYS Drivers' License. English/Spanish a plus. For a complete list of Duties go to: <https://nlx.jobsyn.org/2f77f74b3b3e49e09eb6abfd608600ba161> OSOS 4/22/21

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 developmental 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. **Hours:** Sun & Mon OFF, Tues - Fri 2pm-10pm, Sat 11am - 7pm. To apply go to: <https://nlx.jobsyn.org/4875f50bbe40472dba7270b6b52a0e31161> OSOS 4/17/21

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.ccsrochester.org/> Workforce Development 4/17/21

Direct Support Professional (Geneva, NY)

- **Lochland** accepts applications ongoing for the Position of **Direct Support Professional**. **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 4/17/21

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. **Benefits Include:** Medical, Dental and Vision; 4 weeks paid time off in your first year of employment; 403-B plan. **Hours:** Various overnight hours. To apply go to: <https://nlx.jobsyn.org/ef7861f53c3a458abb851092a6de7507161> OSOS 4/15/21

Evening Residential Direct Support Professionals (Penn Yan, NY)

- **Mozaic** is currently hiring for multiple **Direct Support Professionals** with Evening Hours. These positions are extremely important to the agency as they are responsible for the operation of the house and the safety and well-being of the residents overnight. Please note we have open positions in Cayuga, Seneca and Yates Counties. **Required Experience:**

Experience with Developmental Disabilities preferred but not needed. **Required Education:** High School Diploma or GED preferred. **Other Requirements:** Valid and Clean NYS Driver's License preferred. **Benefits Include:** Medical, Dental and Vision; 4 weeks paid time off in your first year of employment; 8 Paid Holidays; 403-B plan. **Hours:** Various evening hours available. To apply go to: <https://nlx.jobsyn.org/d4eaae64a6b341b8a233ae5547a1675f161> OSOS 4/15/21

Per Diem Direct Support Professionals (Penn Yan, NY)

- **At Mozaic**, we do more than support and provide opportunities for individuals with disabilities, we empower individuals and staff to enrich their lives by working to change perceptions of society. Want a job where you can choose what hours you work? **Direct Support Professionals** have the opportunity to make a difference in the life of others every day. No experience needed - just a willingness to work with people with developmental disabilities. **Qualifications:** High School Diploma/GED preferred, 18 years or older. These positions are available in Cayuga, Seneca and Yates Counties. For more information and to apply go to: <https://nlx.jobsyn.org/87bcb597e7fa428592623a5d471b820d161> OSOS 4/15/21

Center Based Home Visitor (Penn Yan, NY)

- **Pro Action's Resilient Children and Families Home Visiting Program** is seeking a part-time **Home Visitor** to work with families of enrolled children in Yates County. This is a 20-hour per week position that is based on the school calendar year schedule. This position receives paid time off, sick time and paid holidays and is eligible to participate in our retirement plan with employer contributions. The **requirements** for the Home Visitor include (at hire or within 18 months of hire), a minimum of a certification or credential in social work, human services, family services, counseling, or a related field. An applicable degree or a Family Development Credential is preferred. Must have excellent organizational and time management skills and flexibility. Must have a driver's license that meets agency standards and reliable transportation. Must pass required background screenings. The Home Visitor is responsible for recruiting and enrolling eligible children and families, completing home visits with program participants, providing parent education and family engagement opportunities, supporting families in a goal setting process and accessing additional resources and assisting with classroom activities as needed. Please apply by April 15, 2021, by submitting a letter of interest, resume, copies of unofficial transcripts 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. <https://nlx.jobsyn.org/643acbd7decc46c6a395889bc1c946d8161> OSOS 4/15/21

Senior Youth Service Provider Level 1 (Penn Yan, NY)

- **Pathways, Inc.** has an opening for **Senior Youth Service Provider (YSP) Level 1**. **General Summary of Duties.** The Senior YSP provider provides community-based services to children and families who may have difficulty engaging in formal office settings but can benefit from home and/or community based rehabilitative services. Provide a variety of activities that are designed to restore, rehabilitate, and support a child's/youth's developmentally appropriate functioning as necessary for the integration of the child/youth as an active and productive member of their family and community. Activities are "hands on" and task oriented. **Typical Working Conditions:** Normal office environment and field work. Regular evening work and occasional weekend work. Exposure category #1 (OSHA Bloodborne Pathogens). **Education and Experience: Minimum Qualifications:** Bachelor's degree in Human Services or related field plus two years of applicable experience in children's mental health, addiction, and/or foster care. **Preferred Qualifications:** Master's degree in related field with one-year experience in children's mental health, addiction, and/or foster care. For a complete list of Responsibilities, Knowledge and Skills and to apply go to: Human Resources, Pathways, Inc., 33 Denison Parkway West, Corning, NY 14830. (607) 937-3200. hr@pathwaysforyou.org Workforce Development 4/14/21

Youth Service Provider Level 1 (Penn Yan, NY)

- **Pathways, Inc.** has an opening for **Youth Service Provider (YSP) Level 1**. **General Summary of Duties:** Provide a variety of activities that are designed to restore, rehabilitate, and support a child's/youth's developmentally appropriate functioning as necessary for the integration of the child/youth as an active and productive member of their family and community. Activities are "hands on" and task oriented. **Typical Working Conditions:** Field work and normal office environment. Regular evening hours and occasional weekend work. Exposure category #1 (OSHA Bloodborne Pathogens). **Knowledge, Skill and Abilities:** Knowledge of agency policies and procedures. Knowledge of Medicaid Managed Care and Department of Health regulations and practices. Knowledge of computer systems and applications. Skill in gathering interpreting, and reporting information. Skill in written and verbal communication. Ability to exercise initiative, problem-solving, and decision-making that are strengths based. Ability to provide services that are trauma informed, culturally and linguistically competent manner. Ability to navigate various community settings and resources. Requires the ability to actively participate in recreational activities approved by program. **Education and Experience:** Must be at least 18 years old and have a high school diploma, high school equivalency, or a State Education Commencement Credential (e.g. SACC or CDOS); and experience working with children/youth is preferred. For a complete list of Responsibilities, Knowledge and Skills and to

Youth Service Provider Level 2 (Penn Yan, NY)

- **Pathways, Inc.** has an opening for **Youth Service Provider (YSP) Level 2. General Summary of Duties:** Provide a variety of activities that are designed to restore, rehabilitate, and support a child's/youth's developmentally appropriate functioning as necessary for the integration of the child/youth as an active and productive member of their family and community. Activities are "hands on" and task oriented. **Typical Working Conditions:** Field work and normal office environment. Regular evening hours and occasional weekend work. Exposure category #1 (OSHA Bloodborne Pathogens). **Typical Physical Demands:** Requires sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity. Requires the ability to actively participate in recreational activities approved by program. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate reports. **Knowledge, Skill and Abilities:** Knowledge of agency policies and procedures. Knowledge of Medicaid Managed Care and Department of Health regulations and practices. Knowledge of computer systems and applications. Skill in gathering interpreting, and reporting information. Skill in written and verbal communication. Ability to exercise initiative, problem-solving, and decision-making that are strengths based. Ability to provide services that are trauma informed, culturally and linguistically competent manner. Ability to navigate various community settings and resources. Requires the ability to actively participate in recreational activities approved by program. **Education and Experience:** Must be at least 18 years old and have a high school diploma, high school equivalency, or a State Education Commencement Credential (e.g. SACC or CDOS); with a minimum of three years' experience in children's mental health, addiction and/or foster care services. For a complete list of Responsibilities, Knowledge and Skills and to apply go to: Human Resources, Pathways, Inc., 33 Denison Parkway West, Corning, NY 14830. T: (607) 937-3200. hr@pathwaysforyou.org Workforce Development 4/14/21

Clinical Therapist (Penn Yan, NY)

- **Pathways, Inc.** has an opening for **Clinical Therapist. General Summary of Duties:** The Clinical Therapist is responsible for conducting assessments, evaluation services, and diagnostic determinations. Provide individual, group, or family therapy to youths and families in their home. Will develop treatment plans as well as provided other necessary documentation. Will interface with local providers and provide linkages to other services as needed. **Typical Working Conditions:** Normal office environment and field work, with occasional weekend and evening work required. Exposure category #1 (OSHA Bloodborne Pathogens). **Knowledge, Skills and Abilities:** The Clinical Therapist must have skill in gathering, interpreting, and reporting information in addition to skills in written and verbal communication. Ability to make work plans and follow through on me management and organizational skills. Ability to liaison with external agencies is a must. Proficiency in computer skills is needed. Must also have the ability to exercise initiative, problem-solving, decision-making. Sound clinical judgment and working knowledge of the DSM-V. **Education:** Must be licensed by New York State and able to practice independently as a: Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed Marriage & Family Therapist, Licensed Psychoanalyst or Licensed Creative Arts Therapist (LCAT). May also include individuals who are Licensed Masters Social Workers licensed to practice under supervision or direction of a Licensed Clinical Social Worker (LCSW), a Licensed Psychologist, or a Psychiatrist. For a complete list of Responsibilities, Knowledge and Skills and to apply go to: Human Resources, Pathways, Inc., 33 Denison Parkway West, Corning, NY 14830. T: (607) 937-3200. hr@pathwaysforyou.org Workforce Development 4/14/21

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 4/23/21

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

- Activities Aide - Homestead
- CNA or Certified Nurse Aide Training Program - Homestead
- CNA LTC – Homestead
- Dietician – SSH
- Director Nursing, Acute - SSH
- GPN – Job Fairs/School Recruitment – Homestead
- Housekeeping Aide – SSH
- LMSW Social Work – Outpatient Counselor - SSH
- LPN Clinic – Dundee Health Center
- LPN Internal Medicine - SSH
- LPN-LTC – Homestead
- LPN Physician Practice - SSH
- LPN Urgent Care - FLH
- Medical Secretary – SSH
- Medical Secretary – Urgent Care – Seneca Falls
- Medical Technologist – SSH
- Nurse Manager - LTC – Homestead
- Nutritional Services Team Leader – SSH
- Physical Therapist - SSH
- Physical Therapy Assistant – SSH
- Radiology Supervisor - SSH
- Radiology Tech II - SSH
- Registration Representative - SSH
- RN-Cardiac Rehab Nurse – 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 Director Nursing LTC – Homestead
- RN Nursing Supervisor-Lifecare Medical Associates- SSH
- Scheduler - SSH
- Safety Screening Associate – SSH & 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 4/30/21

HOSPITALITY/RESTAURANT

Open Interviews (Penn Yan, NY)

- **Parker's** is holding open interviews on **Tuesday, May 4th from 2-5pm, 11 Main St., Penn Yan!** Hiring for all positions. Competitive wages; Great work environment; Willing to train a motivated individual. Stop in and apply in person!!

Workforce Development 4/30/21

Dishwasher/Prep Cook (Penn Yan, NY)

- **Silverbird Woodfired** is hiring!!!! Come in and apply. We are looking for a **dishwasher/prep cook** part time and possibly full time!. Willing to work days and nights as well as call ins. To apply go to: www.silverbirdwoodfired.com/ Facebook 4/27/21

Tasting Room Server (Dundee, NY)

- **Villa Bellangelo** is seeking a part time seasonal tasting room server to work in our Dundee tasting room. You will be responsible for providing great customer service to our guests and educate them about our products. Must be available to work weekends! Strong customer service experience. **Essential Skills, Experience and Education:** Possesses a valid driver's license and reliable transportation. Shows commitment to excellence and high standards in work product. Possesses or can

develop solid knowledge of wines and winemaking processes. Consistently demonstrates outstanding customer service skills, poise and tact in working with the public. Has proven ability to effectively and appropriately communicate with diverse customers. Possesses professional appearance and demeanor. Is flexible, can manage constantly changing priorities with enthusiasm. Flexible, team player, able to multi-task and willing to "go the extra mile". Has positive attitude and can be comfortable in front of large and small groups. **Physical Requirements:** Ability to lift and move 50 pounds repeatedly. Ability to stand and walk for long periods of time. Ability to effectively stock wine, set-up displays as directed. Ability to understand and accurately follow written and verbal instructions. To apply go to: <http://www.bellangelo.com/>

Facebook 4/27/21

All Positions (Penn Yan, NY)

- **Parkers Grille and Tap House** is now hiring for all positions in our new Penn Yan location. We are looking for fun, intelligent, friendly individuals to join our team. We offer a professional work environment with opportunity for advancement. A willingness to learn is a must. Positions include full and part time **line cooks, dishwasher, waitstaff, bartenders, and servers**. **Experience:** Relevant: 1 year (Preferred). To apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=20&advn=7628458568965232&vjk=71fc06997b1750b1>

Indeed 4/23/21

Restaurant Staff (Penn Yan & Hammondsport, NY)

- **Union Block Italian** is seeking highly motivated individuals to fill all positions at two restaurant locations in Penn Yan and Hammondsport. **Job Types:** Full-time, Part-time. **Pay:** \$12.00 - \$16.00 per hour. **Schedule:** Holidays; Monday to Friday; Weekends. **Supplemental Pay:** Tips. To apply go to: <https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?advn=4127975444820856&vjk=c7fe231cfc9b3e16>

Indeed 4/23/21

Kitchen Help (Hammondsport, NY)

- **Lakeside Restaurant** is now looking for **kitchen help** for the 2021 season. Please call 585 354 8388 or email rich.rees@yahoo.com to set up an interview.

Facebook 4/21/21

Tasting Room Associate (Starkey, NY)

- **Barnstormer Winery** is hiring **Tasting Room Associates**. **Experience:** Front of House Restaurant or Tasting Room, 1+ years (Preferred). Hospitality, 1+ years (Preferred). **Working Days:** Saturdays & Sundays, 9AM - 5PM. We will consider weekdays as well, if available. **Qualifications:** Friendly, energetic, kind, and courteous, with a genuine positive attitude. You must be a team player and trust worthy! Some basic wine knowledge is needed, but a passion for continually learning more about wine is a must - we can and will train you about wine! Enjoys working in a team environment that works hard and efficiently. Thrives in a busy environment. Able to handle changing priorities with enthusiasm and a calm demeanor. Reliable and conscientious. Must be able to lift 40 pounds and work extended hours on your feet. Valid Driver's License required, as is reliable transportation. Must be at least 21 years of age. **To Apply:** Please reply to this posting explaining your interest and a resume. Applications will be reviewed, and we will reach out to qualified individuals if we would like to schedule an interview and obtain references. Thank you! **Job Type:** 3 - 4 days a week. Weekends required. Opportunity to expand your responsibilities and job duties for the right candidate, after some time worked at the winery. **Pay:** \$13 - \$14 / hr (DOE) Tasting Room Associates also receive pooled cash tips in the range of \$20 - \$50+ per shift, which often rounds out overall pay to \$20+/hour. **Start date:** Beginning April or May, 2021.

Facebook 4/21/21

Sous Chef (Himrod, NY)

- **The Himrod Eagle** is looking for experienced applicants for our **Sous Chef** position. Applicants must have organizational skills, be able to work as part of a team and must put a high priority on cleanliness. Responsibilities will include all manners of food preparation, soup making, menu writing, kitchen management, ordering and inventory management. To apply please visit our Facebook page.

Facebook 4/20/21

Tasting Room Sales & Service (Branchport, NY)

- **Hunt Country Vineyards** is looking for **energetic people** with a passion for Finger Lakes wines **to join our tasting room team** in Branchport, NY overlooking Keuka Lake. We are looking to hire for the 2021 busy season. Candidates must have excellent communication and customer service skills, an outgoing and positive personality, and enjoy working with many different types of people. In light of Covid-19, we have developed and adhere to the strictest guidelines possible for the safety of our staff and customers. With this new reality in mind, we continue to strive to make the wine tasting experience fun, relaxed and informative, and we work hard to maintain excellent relationships with our very loyal customers. Our sales team is responsible for presenting the wines to customers in the most unique, friendly, educational and safe manner possible. Responsibilities include serving tasting customers, restocking, following the cleaning protocols, and more. We provide extensive training and store discounts to employees. Having fun at work is mandatory! Candidates must be able to work

well in a team and must be able to work on weekends. Prior wine, restaurant, and/or hospitality experience preferred, but not required. Lifting 40-pound cases of wine is preferred, but not required. The job can also require employees to be on your feet for extended periods of time. Must be 21 years of age or older to apply and uphold NYC ABC laws at all times. To apply go to:

<https://www.indeed.com/jobs?l=Penn%20Yan%2C%20NY&start=20&vjk=000d1d2fd3da986b&advn=8923370005005793>

Indeed 4/16/21

Assistant Tasting Room Manager (Branchport, NY)

- **Hunt Country Vineyards** is looking for an **Assistant Tasting Room Manager** to join our team. Candidates must have excellent organizational, communication, customer service skills, and an outgoing and positive personality. Candidates must be able to work well in a team and must be able to work on weekends. Prior wine, restaurant, and/or hospitality experience preferred, but not required. Lifting 40-pound cases of wine is required. The job can also require employees to be on your feet for extended periods of time. Must be 21 years of age or older to apply and uphold NYC ABC laws at all times. For a complete job listing and to apply go to:

<https://www.indeed.com/jobs?l=Penn%20Yan%2C%20NY&start=20&vjk=b1a6f94e6d28654a&advn=8923370005005793>

Indeed 4/16/21

Breakfast Attendant (Penn Yan, NY)

- **Hampton Inn** has an opening for **Breakfast Attendant**. This is a full time seasonal position. The Breakfast Attendant prepares & serves Hot On the House Breakfast for guests according to Hampton Brand Standards. Other duties will include but are not limited to: Greeting of all arriving guests, breakdown and clean all dishes used, maintain clean and sanitary work area at all times, ensuring that entire area is stocked to proper levels at all times. **Pay:** \$12.75 - \$13.00 per hour. **Education:** High school or equivalent (Preferred). **Experience:** Restaurant Experience: 1 year (Preferred). To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&vjk=2b1c9d6f85c92d74>

Indeed 4/12/21

Various positions (Penn Yan, NY)

- **Top of the Lake** is looking for **servers, bussers and bartenders**. Inquire at Top of the Lake, 301 Lake St., Penn Yan or call 315-531-8500. Facebook 3/30/21

Various Positions (Keuka Park, NY)

- **AVI Foodsystems, Inc.** has openings for the following positions at Keuka College: **Vending Attendant; Part Time Cashier; Dishwasher; Food Service Worker; Cashier**. For job descriptions, qualifications and to apply go to:

jobs@avifoodsystems.com

Workforce Development 4/30/21

Various Positions (Penn Yan, NY)

- **Microtel Inn & Suites** has the following positions available: * **Front Desk Agent** * **Guest Services Manager** * **Assistant Executive Housekeeper** * **Maintenance** * **Housekeeping** * **Houseperson** * **General Manager**. For more information and to apply please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?l=Penn+Yan%2C+NY>. Indeed 4/30/21

OFFICE WORK/MANAGEMENT

Guest Service Dispatcher (Penn Yan, NY)

- **Finger Lakes Premier Properties** has an opening for **Guest Service Dispatcher**. This is a seasonal position that provides administrative and dispatching of services workers to the Maintenance Technicians based on priorities, reservations and need. Provides cost-effective measures and logistics while dispatching staff in a timely and effective manner. Provides administrative support to the Customer Care Department (CC) as needed. Logs and manages daily incoming phone calls and dispatches information accordingly. Reviews all daily documentation to ensure issues are resolved in a timely manner. Follows up as appropriate with FLPP staff, owners and guests in a timely manner which may require staying later than the scheduled shift. To apply go to: <https://www.fingerlakespremierproperties.com/> Facebook 4/29/21

Floating Teller (Penn Yan, NY)

- **Community Bank System, Inc.** is looking for a **Floating Bank Teller** in Penn Yan who is a team player with a positive attitude. As a Floating Bank Teller, you will deliver a positive customer experience as you conduct financial transactions while actively listening for customer needs and referring customers to appropriate products. **Job Overview:** Provide quality customer service and a positive banking experience by handling financial transactions (i.e. cashing checks, handling deposits/withdrawals, etc.) with accuracy and professionalism. Actively listen for potential sales opportunities to promote specific bank products and services, and refer customers accordingly. Prepare individual daily settlements of teller cash and

proof operations. Research customer accounts, send out prospecting letters and followup with customers by telephone. Accept loan, utility and other payments. Issue money orders, cashier's and travelers checks, correspondent bank drafts, etc. Maintain proficient knowledge of, and demonstrate ongoing compliance with all laws and regulations applicable to this position, ensure ongoing adherence to pertinent policies, procedures, and internal controls, and meet all job-specific training requirements in a timely fashion. Perform other related duties as assigned or directed. **Qualifications:** Must have reliable transportation, High School Diploma or GED, good communication skills, attention to detail, basic math skills, and computer skills. Ability to understand direction and adhere to established policies and procedures. Prior cash handling or customer service is preferred but not required. **Hours:** 25 hours/week (some Saturday hours). To apply to this position go to: <https://nlx.jobsyn.org/f7bc1574cd7a4383bb7d93fda3c6cf39161>. OSOS 4/27/21

Managing Agent (Penn Yan, NY)

- **Finger Lakes Premier Properties** has an opening for **Managing Agent**. The Managing Agent Oversees residential real estate property rentals by advertising and filling vacancies; negotiating and enforcing leases and rent/security deposit payments; maintaining and securing premises with the assistance of onsite staff. Prospects for and secures new property management accounts to the benefits of the company's financial and expansion goals. **Education & Experience:** Bachelor's Degree and/or 2 years or more of hands-on property management experience. For a complete job description and to apply please go to our Facebook page. Facebook 4/21/21

Paralegal/Legal Assistant (Penn Yan, NY)

- We are looking for a motivated individual who is a self-starter and detail oriented. The applicant must have excellent communication skills, good writing and organizational skills and a team worker. Experience with Microsoft Office (Word) is required. The daily responsibilities would include answering phones, reception, mail, schedule and confirm appointments and preparation of legal documents including residential real estate closings. Experience is preferred but not required and the candidate must have at least a high school degree or equivalent. This job is for a hard-working individual who wants to learn and who is able to take direction. This position is for an immediate hire. We are looking for a motivated individual who is a self-starter and detail oriented. The applicant must have excellent communication skills, good writing and organizational skills and a team worker. Experience with Microsoft Office (Word) is required. The daily responsibilities would include answering phones, reception, mail, schedule and confirm appointments and preparation of legal documents including residential real estate closings. Experience is preferred but not required and the candidate must have at least a high school degree or equivalent. This job is for a hard-working individual who wants to learn and who is able to take direction. This position is for an immediate hire. **Salary:** From \$14 to \$15 an hour. **Job Type:** Full-time Monday to Friday (Day shift 8 hours). COVID-19 considerations: Masks are to be worn during interview. **Qualifications:** Driver's License; High school or equivalent (Preferred). To apply go to Craigslist post id: 7304372312. 4/9/21

Customer Service Associate (Penn Yan, NY)

- **Silgan Plastics** is seeking a **Customer Service Associate**. **Summary Description:** Process orders, satisfy the customers' requirements and deliver as promised. React quickly, accurately, and competently to all customer requests. Develop an ongoing and strong relationship of trust and honesty with the customer. Communicate customer requirements and issues effectively to our Sales & Manufacturing personnel and Technical Support Group. Enforce Silgan Sales policies and procedures and resolve any deviations with proper authority. **Basic Qualifications:** Daily management for assigned customers. Answer telephone/ email quickly, in a friendly manner and with a positive attitude. Learn details of key accounts to stay "on top of" orders and issues. Be prepared to answer telephone/email inquiries immediately. Work with scheduling, purchasing, specifications, manufacturing, sales, pricing, technical group, and mold control to satisfy and/or follow-up accounts. Process orders ensure complete order information including part numbers, pricing, quantity, purchase order number, shipping addresses, billing addresses, customer part numbers/pos are included from the customer. Data entry to be updated in system right the first time. Prepare art deco requests and coordinate with customer for complete information and to ensure artwork and specifications are processed and approved for production. Verify information on purchase orders for consistency with orders in the system and policy. Pack spec requests - new cartons or changes to existing cartons updated. Customer supplied labels - work with suppliers to ensure timely delivery of labels for production run. **Hours:** 8:00am-5:00pm. **Education: Required:** High School diploma or GED equivalent. Pay: \$17.00-\$21.00 Hourly. To apply, contact the employer in person, by telephone, or by email: David Harradine, 40 Powell Lane, Penn Yan, NY 14527. Phone: (315) 536-9833 ext. 1735. Email: david.harradine@silganplastics.com. OSOS 4/8/21

Credit Assistant (Hall, NY)

- **Seedway** has an opening for **Credit Assistant**. **Purpose and Summary Statement:** Provides assistance to the Credit team by supporting day to day operations of the department. This includes providing customer service, assisting with credit applications, processing third party financing transactions, and clerical duties. **Essential Job Functions:** Process third party financing transactions. Responsible for conducting customer credit investigations, granting new credit and adjusting existing

credit limits when necessary. Maintains customer credit files. Maintains customer accounts including Sales Tax Exemption updates, high proficiency in data entry required. Release orders in system as needed. Prepares acknowledgement of credit review letters and credit granted to Sales Manager, District Sales Manager and Customer. Assist with incoming phone calls. Performs all other duties as assigned. **Other Job Functions:** May be required to run local errands as requested.

Requirements: Requires a high school diploma, or equivalent, and a minimum of one year of related work experience. Proven ability to maintain confidentiality and a professional company image. Demonstrates essential abilities including business knowledge, collaboration, communication, customer focus, decision making and skill development. Attention to detail is very important. Must have and maintain a valid driver's license and satisfactory driving record. Ability and willingness to participate in required training that may include education on GROWMARK's policies and procedures and additional training as it relates to the requirements of the position. Willingness to work overtime as needed. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=e949b1fb965a7fef> Indeed 4/9/21

Customer Service Representative (Phelps, NY)

- **Wadhams Enterprises** is accepting applications for **Customer Service Rep** at their Corporate Office in Phelps. This is a full time position that includes health, dental, vision, 401k and much more !! **Job Summary:** Handle all customer problems and requests and deal with freight problems. **Requirements: Education:** High School Diploma; must be able to read, write, and do basic math. **Skills:** Must possess good communication and organizational skills. Must possess good telephone skills and be able to work with customers and personnel at outside terminals. Ability to multi-task. Ability to work in a fast-paced environment. Customer service skills. Problem solving skills. Experience with Microsoft excel, word, and lotus notes. OS&D (Over, Short, and Damaged) Claim experience preferred. License: Must maintain a valid driver's license. **Physical Requirements:** Ability to sit for extended periods of time while sitting at a desk for a majority of an eight-hour day. Ability and strength to operate a computer keyboard, copy machine, printer, fax machines, and telephone. Ability to lift small boxes of office supplies weighing up to twenty pounds. Ability to climb one flight of stairs. For a complete list of responsibilities and to apply go to: <https://fingerlakes.craigslist.org/trp/d/phelps-customer-service-representative/7302028501.html> or call recruiting at 800-334-1314 x1178 for details. Craigslist 4/5/21

LABOR/AGRICULTURAL

Lawn Crew Members (Penn Yan, NY)

- **Mozaic** is hiring for **Lawn Crew Members**. This position will be responsible for lawn maintenance services within the designated county/region served; mowing, trimming and clean-up of all trimmings and debris. Safe operation and maintenance of all lawn equipment and machinery. Individuals with developmental disabilities and veterans preferred. **Required Experience:** Basic mowing and equipment operating experience is preferred. Ability to lift Agency materials and equipment. **Required Education:** High School diploma or GED preferred but not required. **Other Requirements:** Ability to work effectively in a group setting. Attention to detail. **Member Hours:** Monday - Friday 40hrs/week. Seasonal position. To apply go to: <https://mozaic.applicantpro.com/jobs/> Workforce Development 4/29/21

Laborer (Penn Yan, NY)

- **Reme Casting and Roto Salt Co., Inc.** are looking to add the following to our team: **General Laborer**. Part time person needed in the Reme Casting plant to wash pots and assist plant manager with duties as assigned. May lead to full time and will cover the Roto Salt plant as well. **Salary:** \$13.50/hour. **Additional Information:** Please bring two forms of ID. Where is the apply button? Instead of receiving applications online, the employer would like candidates to RSVP and come in during the date and time provided. If you're interested, please RSVP and we'll let them know you're coming! For event details go to: <https://directtointerview.indeed.com/270433/> Indeed 4/23/21

Grounds and Maintenance Worker (Penn Yan, NY)

- **Hampton Inn** is seeking a full time **Grounds and Maintenance Worker**. **Job Description:** Responsible for maintaining the grounds, mouth of the lake and common areas of the hotel to ensure a clean, safe and positive "curb appeal". Waters lawns, shrubs, and flowers as needed. Trims shrubs, plants and small trees, mow, plant flowers and weed flower beds. Overall maintenance of property. Maintenance projects as needed. Exterior and interior painting as needed. Assist in other types of service, within limits, such as: replace light bulbs for outside lighting and indoor trash removal, porter duties. Remove snow and ice from sidewalks. Window cleaning. Service maintenance requests for hotel and conference center. Inside and outside maintenance. Direct report to the Facilities Manager. **Qualifications:** High school or equivalent (Preferred). Landscape Maintenance: 1 year (Preferred). Driver's License (Preferred). **Pay:** \$14.00 - \$15.00/hour. To apply go to: <https://www.indeed.com/q-Full-Time-l-Penn-Yan,-NY-jobs.html?vjk=24afb505730493d0> Indeed 4/23/21

Summer Job Openings Keuka Park, NY)

- **East Bluff Harbor Marina** is looking for (3) "Yard Dogs". **Responsibilities Include:** Cleaning Boats, Pumping Gas, Weed Eating, Rental Boats (checking them in and out), Cleaning Shop, Launching Boats and Docking, Etc. Spend the Summer working on beautiful Keuka Lake. 40+ hrs./week. MUST be able to work weekends. Interested call 315-536-8236 or stop in to 6508 East Bluff Drive — at East Bluff Harbor. Facebook 4/22/21

Summer Help (Branchport, NY)

- **Nichols Marina and Restoration** is seeking help this spring/summer preparing boats for delivery. Daily tasks would include washing boats, trailering and delivery around the lake. Knowledge of boats/driving boats is a plus but not essential. \$15-\$20 per hour depending on experience. Please call Doug Nichols at 315-595-2576 to inquire. <http://nicholsmarinaandrestoration.com> Facebook 4/22/21

Ground Keeper (Keuka Park, NY)

- **Finger Lakes Premier Properties** is looking for a **Ground Keeper** at Keuka College. The Groundskeeper is responsible for maintaining the appearance and condition of grounds, athletics fields, walkways, and roads. Groundskeepers serve as a member of a work crew performing a variety of grounds maintenance, gardening, and manual labor duties. The position typically uses a variety of hand and power tools and equipment. The activities, tasks, and required equipment and/or vehicles operated will vary according to the season and individual needs of the campus. **Shift:** Monday–Friday, 6:00am–2:30pm. **Education and Experience:** High School Diploma and/or GED, or equivalent work experience. One year of relevant experience, preferred. For a complete job description and to apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=46a99094851840ea> Indeed 4/22/21

Substitute Custodial Workers (Penn Yan, NY)

- **The Penn Yan Central School District** is actively hiring for **Substitute Custodial Workers**. Interested individuals should apply using the Yates County Civil Service Employment Portal 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 Dr. , Penn Yan, NY 14527 Workforce Development 4/19/21

Lead Watercraft Stewart/Coordinator (Penn Yan, NY)

- Love the Finger Lakes? Become a Watercraft Steward & get paid to help protect them! **Locations:** Keuka Lake launches including the Village of Penn Yan, Keuka Lake State Park, and Town of Urbana. **Time:** 40 hours/week, Memorial Day weekend through September 30th; must work weekends and holidays; seasonal (summer) position; reduced/flexible hours beginning mid-August. **Pay:** \$14.00 per hour; non-benefits-eligible position. **Job Description:** The Watercraft Stewards will be responsible for public outreach and education on slowing and preventing the spread of aquatic invasive species. Under supervision of Cornell Cooperative Extension (CCE) Yates County Natural Resources Educator, Watercraft Stewards will offer watercraft inspections, provide educational information about aquatic invasive species, and protocol for preventing their spread at public launches. Watercraft inspections involve removal of plants and other organic material from boats and trailers and identifying aquatic invasive species. Watercraft Stewards will collect daily data from their interactions with watercraft users using tablets and electronic data-entry software. **APPLICATION INSTRUCTIONS:** Please mail resume to CCE, 417 Liberty St., Suite 1024, Penn Yan, NY 14527, Attn: Laura Bailey. If you need additional information, please call (315) 536-5123. For a complete job description go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=50&vjk=e7b89833fd9e2d13> Indeed 4/19/21

Agriculture Program Assistant II – Seasonal Crop Scout (Penn Yan, NY)

- **Cornell Cooperative Extension** of Yates County is looking to hire for a **summer field crops scouting position**. **Primary responsibilities include:** Field crop scouting, crop pest identification, occasional soil sampling, and potential management of a pilot plot for Excelsior Gold Malting barley. **Required Qualifications:** Experience relevant to the role of the position. Ability to meet travel requirements associated with this position. Ability to meet acceptable background check standards. Ability to work flexible hours which may include evenings and/or weekends, as appropriate. Ability to clearly communicate (speak, read and write proficiently) in English. Knowledge and effective use of social media platforms [ex. Facebook, Instagram, YouTube]. Ability to transport/move supplies and equipment, climb stairs with or without reasonable accommodation. Strong communication skills. Ability to work independently and report data to supervisor regularly. Familiarity with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, Excel and PowerPoint. **Preferred Qualifications:** Three years of personal and/or professional experience dealing with the public or private sectors of the agriculture industry. Ability to plan, manage and implement projects. Must have working knowledge of farms and agriculture. Experience and/or background with Cooperative Extension. **Pay:** \$15.00 per hour. **Schedule:** Day shift, Monday to Friday. **Education:** High school or equivalent (Preferred). **License/Certification:** Driver's License (Preferred). To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=ea465652f220f4ba> Indeed 4/16/21

Summer Help (Penn Yan, NY)

- **The Village of Penn Yan** is seeking applicants for **summer help** for the following positions: **Laborer** (\$12.50 per hour) - looking to hire 4-6 people. **Lifeguard** (\$13.50 per hour) - no limit on # of new hires, at this time. **Recreation Assistant** (\$12.50 per hour) - looking to hire 2-5 people. To apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is June 15. Workforce Development 4/15/21

Vineyard & Nursery Associate (Dundee, NY)

- **Hermann J. Wiemer Vineyard** is seeking a **Vineyard & Nursery Associate**. The Vineyard & Nursery Associate is a position in agricultural labor within a vineyard and nursery for a farm winery. **Essential Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand labor including, but not limited to: installing anchors or new wires, adding catch wires, cleaning, crop thinning, fixing stakes/posts, hoeing, leaf pulling, netting, pruning, correcting pruning, replanting, positioning shoots, suckering, tying, tightening wires, tucking, weeding, removing rocks, grafting vines, picking fruit, etc. Attending crew meetings. Replant responsibilities include, but are not limited to: collaborating with Vineyard Manager and owners to identify and monitor all missing, diseased, injury, and dead vines to achieve 100% vine capacity each year; managing and organizing all spring replants; performing summer maintenance of all replants; coordinating with Nursery Manager and owners to plan grafting materials for future replants; and, systematically replanting virus infected vines. Conduct tractor work and operate equipment as needed. **Job Types:** Part-time, Temporary, Internship. **Pay:** From \$12.50/hr. **Schedule:** Monday to Friday; Overtime; Weekends. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=60&vjk=3055336a5070e7a7> Indeed 4/14/21

Multi-Trade Craftsperson (Penn Yan, NY)

- **BestMan Home Service** is looking for a **Multi-Trade Craftsperson** with a strong suit in plumbing and electrical to join the BMHS Team. Other skills required for this position include carpentry, drywall, painting, and general handyman skills. Customer service skills, office skills, and a professional demeanor required. We are flooded with way more requests for our services than our team can currently provide. This is a full-time position. You will be provided the following for this position: \$40K - \$50K +/-year. All the job leads you can handle. A Ram ProMaster 1500 high top company van with gas card. Company uniforms (Shirts, sweatshirts, hats etc.). \$20.00/hr for a probationary period, raises based on performance. 10% commission on gross sales on jobs you sell, complete, and collect payment on. Monthly performance-based bonuses. iPhone. Company pricing system and marketing materials. Sales training course. Skills training in specific trades. Company provided PPE (Personal Protective Equipment.). Optional health insurance. PTO benefits. Semi-flexible schedule. Covered under BMHS Insurances. **Requirements for this position:** Ability to plan, design, sell, coordinate, and complete your own small jobs within the period of time you estimate the job to take. Provide high quality work. Own tools for all or most trades. Some company tools are available if necessary. Must be highly skilled in either plumbing or electrical and/ or both. Must also be proficient in all or most of the following trades: carpentry, drywall, painting, door and window installation, flooring, siding, and general handyman skills. Have excellent communication skills, both verbal and written. The ability to assess the task at hand according to the customer's requests/ needs. Ability to work individually on assigned tasks on presold jobs. Ability to work on a team on presold jobs as an installer. Present yourself in a professional manner while working with customers and in public. Leave every jobsite cleaner than you found it. Complete company worksheets and invoices. Collect and submit payments and receipts to BMHS office. Ability to teach and train an apprentice various skilled trade. Minimum 5 years' experience in multiple trades. A valid NYS driver's license. Apply on Facebook or give us a call at (315) 924-2224.

Facebook 4/12/21

General Laborer (Penn Yan, NY)

- **Ribble's Septic Service** has a full-time position available for a **general laborer**. All applicants must have a valid driver's license. CDL is a plus. Expected hours of work are from 8am-5pm. Pay based on experience. Please provide your resume to ribblesseptic@yahoo.com or call 315-536-6221. Workforce Development 4/12/21

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. **Hours:** Monday - Friday; 35 hrs/week, 2pm-10pm. To apply go to: <https://nlx.jobsyn.org/cd17a3071e99491b9746693b092c86b7161> OSOS 4/8/21

Golf Course Maintenance (Penn Yan, NY)

- **Lakeside Country Club** is accepting applications for employment for the upcoming season from April to November. Full or part time positions are available. Work consists of a variety of golf course maintenance including mowing tees, greens, fairways or roughs, operating blowers and weed eaters, raking sand traps, general landscape work, etc. Applicants should enjoy outdoor work. College and high school students and retirees are encouraged to apply! Please reply via craigslist or in person at 2682 Bath Road, Penn Yan NY 14527. <https://fingerlakes.craigslist.org/lab/d/penn-yan-golf-course-maintenance/7300643452.html> Craigslist 4/8/21

Production Line Worker (Middlesex, NY)

- **Dudley Poultry** has **Production Line Worker** positions available. Fresh chilled chickens come to Dudley 'dressed' (no heads, feet or feathers) and we cut them into parts for our customers using a band saw. Monday-Friday (nights and weekends off). Full time employment, work alongside others cutting and packing chicken, clean up and get out to call the evening your own. Approx. 40 hours a week. Occasional overtime. \$13.75/hour. Paid weekly direct deposit or live check. Paid vacations, 5 paid sick days, paid holidays. Paid medical insurance and paid life insurance. Insanely reduced prices for employees only on everything we sell. Wings, tenders, mozzarella sticks, sausage, bacon, pizza logs, steaks, pork chops, and of course, fresh chicken! We care about people and we hire employees who feel the same. We are an ESSENTIAL BUSINESS and we're working hard to keep meat available to people! If you are interested in working with us at this small, family owned business, come in to fill out an application at Dudley Poultry 910 Route 245 Middlesex, NY or visit us on Facebook. 4/8/21

SKILLED/MANUFACTURING

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 3/29/21

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 3/29/21

Bus Assemblers (Penn Yan, NY)

- **Coach and Equipment Mfg.** in Penn Yan is hiring **Bus Assemblers**. These few positions we have open are for 1st shift (6am-2:30pm) with some over time available. We are starting @ \$13.50/hr. **Skill sets we look for:** basic power tool experience, willingness to learn a new trade, want to work hard and be proud of the product you are making. **Benefits:** (health insurance, 401k, bonus, paid holiday and PTO) along with pay increases all starting after 90 days. If you are willing to work in a fast paced, team oriented, safe work environment then contact the employer in person, or online: Joan Hart, 130 Horizon Park Dr, Penn Yan, NY 14527. Website: <https://www.coachandequipment.com/> OSOS 3/29/21

Various Production Positions (Penn Yan, NY)

- **Penn Yan Aero** has various full-time **engine production** positions available for either trainee's or experienced mechanically inclined individuals. You may fit what we need? Basic fractional tools are required. Specialized tools are provided. We will review your experience and see if we can find a place for you. Our hours and benefits are very attractive. You must be dependable. You must pass a pre-employment drug screening mandated by the FAA. Send us your resume and a cover letter of your interests and we'll see if you have what we need. 2499 Bath Rd, Penn Yan, NY 14527 or click on Apply Now on our Facebook page. Facebook 4/28/21

Various Positions (Penn Yan, NY)

- **The Birkett Mills** is currently hiring for positions in maintenance, milling, cleaning, driving and more. Details for each work area/position are located below: **Maintenance:** Responsible for preventative and reactive maintenance of equipment throughout the facility. **Milling:** Responsible for milling Birkett's products effectively, efficiently while following all company, legal and regulatory guidelines. **Cleaning:** Responsible for maintaining a clean facility and working environment, with a focus on food safety procedures. **Driving:** Responsible for transporting products from mill to various remote locations. Clean driver's license required. Salary is commensurate with experience. Apply through our Facebook page or in person at The Birkett Mills at 163 Main Street, Penn Yan, NY 14527. Workforce Development 4/29/21

Wastewater Treatment Plant Operator/Trainee (Penn Yan, NY)

- **The Village of Dundee** is seeking candidates for the full-time position of **Wastewater Treatment Plant Operator/Trainee**. This is a trainee position involving on-the-job training to become qualified as an operator of wastewater treatment plant. While learning the duties and routines in the operation and maintenance of treatment plant, incumbents will assist in the actual day to day operation of the facility. Appointment is limited to one year during which time the trainee must satisfactorily complete the training and experience requirements for the appropriate New York State certification and/or license for the plant being operated. Position **minimum qualifications** include graduation from high school or possession of a New York State high school equivalency diploma. Possession of a valid NYS driver's license. This is a competitive NYS Civil Service Position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. Interested applicants should apply by 05/07/2021 by submitting an application to the Yates County Personnel Office at 417 Liberty St, Penn Yan, NY 14527 or online at <https://mycivilservice.yatescounty.org/jobopps>. Yates County Personnel 4/29/21

Wastewater Treatment Plant Operator (Penn Yan, NY)

- **KanPak** has an opening for **Wastewater Treatment Plant Operator**. The Waste Treatment Operator is responsible to operate, monitor, maintain, adjust, and troubleshoot the wastewater treatment plant and its processes. Work involves responsibility for the technical aspects of plant operations, compliance with Federal, State and Local operating regulations. Work is performed with considerable independence under the direction of the Plant Engineer, subject to review through reports and results achieved. **Qualifications: Knowledge, Skills and Abilities:** Have a working knowledge of the operation, methods and procedures of the waste treatment plant. Have a working knowledge of general mechanical tools, to use for basic repairs. Have a working knowledge of the machinery used for wastewater treatment and pumping stations. Have a knowledge of the equipment and the ability to diagnose and correct equipment malfunction. Have a thorough knowledge of the chemicals utilized in the waste treatment plant. Have the ability to communicate issues/concerns with the rest of your team members daily. Must be self-motivated. Honesty/Integrity. Reliability. Accountability. Must show pride, enthusiasm, and initiative in work. Serve as a team member. Maintain confidentiality of highly sensitive information. **Physical Requirements:** Have the ability to climb and descend multiple ladder rungs to access pumps on top of EQ/MBBR tank and top of Sludge tank. Have the ability to lift 50 pounds. Have the ability to detect and differentiate colors, sounds, and smells. **Employment Requirements:** High School Graduate. Six months to one year in food industry experience preferred. Preferred minimal One-year experience in wastewater plant. To apply, contact the employer by telephone, by email, or on-line: Phone: Lisa Paulison, (315) 531-8080 ext. 157; Email: lisa.paulison@kanpak.us; Website: <http://www.kanpak.us>. OSOS 4/29/2021

Inspectors/Packers (Penn Yan, NY)

- Immediate openings at **Silgan Plastics** in Penn Yan. **Inspector/packer positions**, 12 hour AND 8 hour shifts, starting pay 14-15/hr! **Stay Bonus Incentive Program** - Staffing and lack of labor continue to be a challenge in our manufacturing plants. During recent calls with the plants reviewing wages and incentive programs management received feedback that a Stay Bonus Incentive may be well received with new hires to encourage retention. As such, we developed a corporate program titled Stay Bonus Incentive. **Program overview:** Hourly Temp to Hire Stay Bonus: After the end of: 1st Month as Temp – Bonus of \$100.00. 2nd Month as Temp – Bonus of \$150.00. 3rd Month as Temp – Bonus of \$250.00. Bonus of \$500.00 on first paycheck after completing the 90-Day Probationary Period and hired at Silgan Plastics. Must be in good standing with

plant attendance program. Must be in good standing with behavior and performance. Total potential payout after 7 months \$1,000.00. For more information and to apply go to: <http://www.wadecousa.com/> Workforce Development 4/23/21

Electrician (Penn Yan, NY)

- **Finger Lakes Power Systems** is hiring for an **Electrician** for installation of generators & transfer switches, main service panels, service upgrades, and grid tied solar. Must be reliable and able to work indoors and outdoors. Experience running basic equipment such as excavators, skid steers, forklifts or tractors is a plus. Must be able to meet the physical demands of the job in all weather conditions. This will include digging, lifting, ladder work, and some roof work. Must be capable of driving a pickup with trailer and/or a 16-foot box truck (no CDL required). Pay based on experience with potential for bonuses. EOE. To apply, please send summary of work experience, accreditations/certifications held, and salary desired to sales@flpowersystems.com. OSOS 4/20/21

Scientist (Penn Yan, NY)

- **Ferro Corporation has an opening for Scientist, Dielectric Products. 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:** Lead product development effort for new dielectric products for capacitor and other electronic applications. Lead product development effort for new metal oxide particles and colloidal ceria particles. 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. To apply go to: <https://nlx.jobsyn.org/0240ebea351c4f0caf3019802cf04798161> OSOS 4/16/21

Maintenance Technician (Penn Yan, NY)

- **KanPak** is seeking an energetic, skilled **Maintenance Technician** for our facility in Penn Yan. **Shift:** 2nd shift - 3pm- 11pm; weekend work. **Pay:** \$18.00 per hour. **Job Summary:** Maintenance technicians have the job of keeping our facility running at the very peak of performance. The duties they do are invaluable to us, because without them our operations might grind to a halt! **Essential Duties & Responsibilities:** Responsible for all phases of operation and maintenance of systems. Perform preventative maintenance and predictive maintenance of processing equipment, steam systems, electrical systems, compressed air systems, chilled water systems, and mechanical system throughout the plant. Troubleshoot mechanical, electrical, electronic, hydraulic, and pneumatic equipment. Troubleshoot minor plumbing, building repair, and maintenance. Responsible for monitoring performance. Recognizing deviation from "normal operation" and rectifying it. Use a variety of hand and power tools. Welding and cutting metal. Fork-lift operation. Ability to read and interpret schematics and drawings. Must have excellent verbal and written skills. Performs other duties as assigned. **Education & Experience:** High School / GED required. Associate degree preferred. Must have experience with electro-mechanical, pneumatics, PLC controllers, and process instrumentation. 2-3 years' experience or equivalent employment. Specialized training in forklift operations. To apply go to: <https://nlx.jobsyn.org/a258bee921c54e8d91d6bd1de68c90ad161> OSOS 4/13/21

Forklift Operator (Penn Yan, NY)

- **KanPak** is seeking an energetic, skilled **Forklift Operator**. **SHIFT:** 1st Shift - 7am - 3pm. \$14.00/hour starting pay rate. 2nd Shift - 3pm - 11pm. \$14.25/hour starting pay rate. 3rd Shift - 11pm - 7am - \$14.50/hour starting pay rate. We operate 24/7, 7 days per week. This opportunity will require flexibility to work weekends and overtime. 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. **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 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 & Experience:** High School/GED required. 2-3 years' experience or equivalent employment. Specialized training in forklift operations. To apply go to: <https://nlx.jobsyn.org/018afa4cbdd948d7b6b0234837b8987e161> OSOS 4/13/21

Downline Packer (Penn Yan, NY)

- **KanPak** is seeking **Downline Packers**. **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 & Experience:** High School/GED required. 1 year of experience or equivalent employment preferred. **Shift:** 1st Shift - 7am-3pm \$13.50/hour starting pay rate. 2nd Shift - 3pm- 1pm. \$13.75/hour starting pay rate. 3rd Shift - 11pm-7am \$14.00/hour starting pay rate. We operate 24/7, 7 days per week. This opportunity will require flexibility to work weekends and overtime. To apply go to: <https://nlx.jobsyn.org/e661c11315b544ff8b7118da15a602b6161> OSOS 4/13/21

Quality Control – In-Line Tech (Penn Yan, NY)

- **KanPak** is seeking a **Quality Control In-Line Tech for the 2nd shift**. **Job Summary:** Our Line QC staff perform initial line clearances for beginning of production on either aseptic product lines or yogurt lines. **Responsibilities:** Follow proper GMP and Safety rules at all times. Perform in process quality checks for weight control, brix, seal integrity, code accuracy and legibility. Perform in process sensory analysis for each change of condition (i.e. new product, lot, or batch). Communicate product specification deviations promptly to QC Tech and/or Lab Tech and Production Lead and/or Supervisor. Inspection of raw materials/packaging for quality deviations (report non-conforming materials to Supervisor and Inventory Control). Ensure proper collection of lab samples for each production. Assist QC Techs and Lab Techs with other tasks as needed. Perform initial line clearances for beginning of production on either both aseptic lines and both yogurt lines. **Requirements:** Good oral and written communication skills. Proficient user of Microsoft Office Suite. Knowledge and experience of Aseptic Operation. Excellent interpersonal and coaching skills. Demonstrated ability to lead and develop staff members. Evidence of the practice of a high level of confidentiality. **Education & Experience:** **EDUCATION & EXPERIENCE:** High School / GED required; 2-3 years' experience or equivalent employment preferred. Ability to lift up to 50 lbs. Working extended periods of time standing. Excellent communication skills and working as part of a team. Flexibility to work various shifts and extended workdays. To apply go to: <https://nlx.jobsyn.org/b590fd573a6647fd9e3c62835915496a161> OSOS 4/13/21

Sanitor (Penn Yan, NY)

- **KanPak** is seeking a **Sanitor** (Sanitation for Food Factory). **Job Summary:** Sanitation is responsible for all activities involved in maintaining the cleanliness and food safe environment of the facility, surrounding area, and equipment. **Essential Duties and Responsibilities:** Comply with KanPak policies & Good Manufacturing Practices (GMP) as well as state and federal law to ensure food safety and food defense in plant. Comply with SOP's. Prepare for state, federal and customer inspections. Disassemble and reassemble equipment to remove all remnants of product in machines and surrounding area. Clean and sanitize walls, shelves, racks conveyor belts, floors and all other equipment and machinery in production rooms. Properly handle products, use equipment, keep accurate logs, and follow sanitation practices in accordance with food safety guidelines. Communicate potential issues, concerns, or risks with supervisor to achieve resolution. Consistently works with chemicals daily, must wear proper PPE while handling chemicals. Perform related duties as required. Related duties as required are duties that may not be specifically listed in the position description but are within the general occupational series and responsibility level typically associated with the employee's classification of work. **Education & Experience:** High School/GED required; 1 year of experience in the Manufacturing Industry. To apply go to: <https://nlx.jobsyn.org/c01d40836df74871afed68a1e18e7623161>. OSOS 4/13/21

Kitting Technician (Penn Yan, NY)

- **KanPak** is seeking an energetic, skilled **Kitting Technician** for openings in our facility in Penn Yan, NY. **SHIFT:** 1st Shift - 7am - 3pm. \$14.50 / hour starting pay rate. 2nd Shift - 3pm - 11pm. \$14.75 / hour starting pay rate. We operate 24 / 7, 7 days per week. This opportunity will require flexibility to work weekends and overtime. **JOB SUMMARY:** Kitting Technicians regularly select, organize, measure, and stack individual ingredients to be used by Production. Safely operate all material handling equipment. Accurately complete all associated paperwork and maintain clean work area consistent with company standards. **EDUCATION & EXPERIENCE:** High School/GED required; 2-3 years' experience or equivalent employment. Specialized training in forklift operations preferred. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and

ability to adjust focus. For a complete list of Duties and Responsibilities and to apply go to:
<https://nlx.jobsyn.org/61bbe6ccda0d421ebb74511111bee055161>

OSOS 4/13/21

Process Technician (Penn Yan, NY)

- **Silgan Plastics** has an opening for **Process Technician**. 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. **Hours:** Shift schedule: 8:00 pm-8:00 am. **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. 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&l=Penn%20Yan%2C%20NY&start=40&advn=3716443081218469&vjk=06e5150672d5ae81>
Indeed 4/9/21

Packers (Penn Yan, NY)

- **Silgan Plastics** is hiring **Packers-Day & Night Shifts-8:00am-8:00pm; 8:00pm-8:00AM**. **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. Understands and adheres 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. Pack at standard rate. Operate a punch. Load conveyors and flamers. Practice housekeeping on assigned line(s) and around machine including mopping if necessary. Remove scrap from around the line. Grind and pull plastic as needed. Make and unitize cartons as assigned. Initial and date box labels. Make out unit tickets. Do any other work as assigned by the Supervisor. **Education:** Preferred: High School or GED. **Experience:** Required: 1 years manufacturing experience. **Skills:** Required: Must be dependable, have a good attendance record and be able to understand bottle specifications to assure proper bottle inspection. **Hourly compensation:** Day Shift-\$14.57 hourly plus benefits. Night Shift-\$15.57 hourly plus benefits. To apply go to:

<https://www.indeed.com/jobs?q=SILGAN&l=Penn%20Yan%2C%20NY&advn=3716443081218469&vjk=2d45a95f3fe3ed6f>

Indeed 4/9/21

Maintenance Technician (Penn Yan, NY)

- **Silgan Plastics** is seeking experienced **Maintenance** applicants that have been responsible for performing machine repair and preventative maintenance duties on Injection and/or Stretch blow molding machines. **HOURS:** Shift schedule: 8:00 p.m.-8:00 a.m. **Basic Qualifications:** Extensive Mechanical Experience. Previous training in Maintenance occupation. Interested candidates should possess their own hand tools or agree to develop a plan to begin setting up their own toolbox. Hydraulic Experience - Ability to read and interpret hydraulic schematics while troubleshooting and familiarity of basic hydraulic symbols. History of working on hydraulic equipment repairing directional control valves, cylinders, vane pumps and motors. **Essential Electrical Skills:** Formal Electrical Training Extensive experience troubleshooting logic I/O. Familiarity with solid state components. Proximity switches NPN, PNP, inductive and capacitive proximity switches and sensors. In depth Electrical Knowledge of wiring methods and materials including the National Electric Code as reference. Electrical/Electronic Ability to read and interpret electrical schematics and relay ladder logic diagrams while troubleshooting. **Pay:** \$17.40 - \$23.17 Hourly. **Benefits:** Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension. To apply, contact the employer in person, by telephone, or by email: David Harradine, 40 Powell Lane, Penn Yan, NY 14527. Phone: David Harradine (315) 536-9833 ext. 1735. Email: david.harradine@silganplastics.com.

OSOS 4/8/21

Winery Production Labor (Naples, NY)

- **Kelly Services**, in conjunction with a local, award-winning winery located in Naples have open positions for **laborers** on the bottle line. This is a temp position with the potential to hire on later. If you choose, this can also be a strictly temp position

for you while you wait for your regular job to open back up. **Position Summary:** Monday through Thursday, First Shift, 6:00AM-4:30PM. \$13.00/hour (\$13.50 with weekly attendance bonus). No experience required. **Job Summary:** Employees will work at the end of a production line removing wine bottles. Employees will have to determine if the bottle passes quality inspection. Qualifying bottles will then be placed into boxes and moved by employee. **Requirements:** Must be able to lift up to 25 lbs. Committed to having excellent attendance. Ability to work independently with minimal supervision. Solid work ethic and desire to accomplish tasks in a given period of time. **What you need to know:** Quick hire, no screenings required. Moderately paced work (manageable for most people). 4 Days on, 3 Days off. Temp to hire for the right person (could take from 3 -12 months). Will consider entry level candidates. This is a manufacturing environment. Must have steel or composite toed shoes/boots. Must wear a baseball hat. To apply go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?advn=6111343572945211&vjk=e511c6bb0092aeea> Indeed 4/8/21

Production Operator (Penn Yan, NY)

- **Ferro Corporation** has an opening for **Production Operator**. The primary responsibility of the production operator is to perform the various tasks involved in the making of the products produced by Ferro. **Responsibilities Related to the Job:** Ensure compliance with all safety rules and use of proper PPE. Follow all standard operating procedures. Ability to read and understand all necessary production instructions, spreadsheets and reports. Operate the following equipment: Kilns (Rotary and Tunnel), Jet Mills, Blender, Mixers, Dryers, Forklift, Screening equipment, Pulverizers, Sweco Mills, Ball Mills, Bottling, Palletizer. **Required Qualifications and Knowledge:** High school diploma, or equivalency. 2+ years in manufacturing environment. Knowledge of Lean Principles a plus. Strong computer Skills – Word and Excel. **Physical Demands:** Ability to walk, sit, stand, bend, lift and move continually during a 12-hour shift. Able to climb stairs. Is subject to lifting 55 lbs. Works in non-temperature controlled environment. Regularly exposed to dust, odors, oil, and fumes. Material present in workplace (typically contained in raw material): Ba, Ca, Sr, CeOx, A12O3, and other trace elements or compound of PbO, NiO. Additional chemicals in some production areas: Acetic and Sulfuric Acid, Sodium Hypochlorite, all handled with protective equipment. All noise exposure is below 85 db TWA. The wearing of the following PPE required: hard hat, safety shoes, safety glasses with side shields and hearing protection. Respirator, gloves, coat, face shield required based on exposure. May be required to perform work-necessitating entry into confined spaces or at elevations requiring fall protection. **Competencies/Job Skills:** Strong attention to detail and accuracy. Effective communication skills, both verbal and written. Ability to prioritize, organize, and multitask under time constraints. Able to thrive in team atmosphere. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=60&vjk=5d082a4b39bc3386>

Indeed 3/31/21

Shipping Coordinator (Penn Yan, NY)

- **Ferro Corporation** has an opening for **Shipping Coordinator**. **Job Description:** Perform duties as it pertains to warehousing, which includes handling of materials and goods for both inbound and outbound shipments. Service internal and external customers with timely and accurate materials, and or services. Ensure compliance with all safety rules and use of proper PPE. Verify finished products in the bullpens and relocate the materials to designated areas within all warehouses. Stage finished goods for shipment to our customers in a timely, clean, and accurate fashion. Load finished goods onto trucks, per driver's recommendations for load distribution. When applicable, secure the loads to help prevent movement of goods during transit. Unload and receive into SAP raw materials, and packaging, in a timely and accurate manner. Assist other departments during requests for re-labeling, movement of goods for re-packaging, and/or for R&D purposes. Assist with cycle counts, when requested. Assist with annual inventory audits. Maintain mindset of continuous improvement. Always be observant of opportunities to improve current practices, and or procedures. Maintain the warehouses in a safe, clean, and orderly manner. **Required Qualifications and Knowledge:** High school diploma, or equivalency. Forklift certified: ability to operate a forklift at a safe and competent level. **Physical Demands:** Ability to walk, sit, stand, bend, lift and move continually during working hours. Is subject to lifting 50 lbs. Works in non-temperature controlled environment. Regularly exposed to dust, odors, oil, fumes and noise. **Competencies/Job Skills:** Strong attention to detail and accuracy. Effective communication skills, both verbal and written. Ability to prioritize, organize, and multitask under time constraints. To apply go to: <https://www.indeed.com/jobs?q=ferro&l=Finger%20Lakes%2C%20NY&vjk=75d1502efc159bef> Indeed 3/31/21

Quality Control Technician (Penn Yan, NY)

- **Ferro Corporation** is looking for a **Quality Control Technician**. **Job Description:** The primary function of this position is to perform testing in the Quality Control Main and Polishing Labs on raw materials, in-process materials and finished product as required by ISO procedures. **Essential Responsibilities:** Performs job duties in compliance with Environmental, Health and Safety policies and practices. Adheres to Ferro'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 as required to assure instrumentation is in top working order. Reports in-process test data into NWA Quality Analyst SPC software and monitors for zone rule violations. Reports raw material and finished goods data on job tickets and monitors for specification 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 Main and Polishing Lab test 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 of that time being spent 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://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=01235d830b813760>

Indeed 3/31/21

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 |
|--|-------------------------|--|
| BUILDING MAINTENANCE MECHANIC - FT - MARCUS WHITMAN \$21.77/HOUR | 05/01/21 | APPLY |
| BUS DRIVER - PART TIME/SUB - PENN YAN CENTRAL SCHOOL | 06/30/21 | APPLY |
| CUSTODIAL WORKER - PART TIME - PENN YAN CENTRAL SCHOOL | 06/30/21 | APPLY |
| LIFEGUARD PART TIME - VILLAGE OF PENN YAN \$13.50/HOUR | 06/15/21 | APPLY |
| LINEWORKER (VILLAGE OF PENN YAN) \$38.71 to \$42.69/hour | 05/28/21 | APPLY |
| LPN - DUNDEE SCHOOL - \$15.00/hour | 05/28/21 | APPLY |

| | | |
|---|----------|-----------------------|
| RECREATION ASSISTANT - PT - VILLAGE DUNDEE \$12.50/HOUR | 05/21/21 | APPLY |
| RECREATION ASSISTANT - VILLAGE OF PENN YAN \$12.50/HOUR | 06/15/21 | APPLY |
| RECREATION LEADER - VILLAGE DUNDEE \$12.50/HOUR | 05/21/21 | APPLY |
| SEASONAL LABORER - RECREATION - VILLAGE OF PENN YAN - \$12.50/HOUR | 06/15/21 | APPLY |
| SEASONAL LABORER-STREET DEPT-VILLAGE PENN YAN - FULL TIME \$14.00/HOUR | 05/12/21 | APPLY |
| SEASONAL LABORER-WASTEWATER TREATMENT PLANT-VILLAGE PENN YAN - FULL TIME \$14.00/HOUR | 05/21/21 | APPLY |
| WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE - VILLAGE OF DUNDEE - *APPLICANTS MUST ALSO SUBMIT AN APPLICATION FOR EXAM #YC-16 | 05/07/21 | |

Upcoming Exams

| # | Name (click to view job description) | Type | Application Deadline | Exam Date | Apply Online |
|-------|---|------|----------------------|-----------|-----------------------|
| 66205 | CODE ENFORCEMENT OFFICER | OC | 05/05/21 | 06/05/21 | APPLY |
| 62310 | CORRECTION OFFICER | OC | 05/04/21 | 06/05/21 | APPLY |
| 61277 | DEPUTY CODE ENFORCEMENT OFFICER | OC | 05/05/21 | 05/05/21 | APPLY |
| 73202 | DEPUTY SHERIFF - CRIMINAL INVESTIGATOR | PROM | 05/04/21 | 06/05/21 | APPLY |
| 73349 | DEPUTY SHERIFF - SERGEANT | PROM | 05/04/21 | 06/05/21 | APPLY |
| 61376 | DIRECTOR OF PUBLIC WORKS | OC | 06/15/21 | 07/17/21 | APPLY |
| 61211 | PROBATION ASSISTANT | OC | 05/25/21 | 06/26/21 | APPLY |
| 61061 | PROBATION DIRECTOR - GROUP A - OC | OC | 05/25/21 | 06/26/21 | APPLY |
| 73599 | PROBATION DIRECTOR - GROUP A - PROMOTIONAL | PROM | 05/25/21 | 06/26/21 | APPLY |
| 68914 | PROBATION OFFICER 1 | OC | 05/25/21 | 06/26/21 | APPLY |
| 67013 | PROBATION OFFICER TRAINEE - OC | OC | 05/25/21 | 06/26/21 | APPLY |
| 71481 | PROBATION OFFICER TRAINEE - PROMO | OC | 05/25/21 | 06/26/21 | APPLY |
| 68922 | SOCIAL WELFARE EXAMINER | OC | 05/25/21 | 06/26/21 | APPLY |
| YC-16 | WATER AND WASTEWATER TREATMENT PLANT OPERATOR TRAINEE | OC | 05/07/21 | 05/08/21 | 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>

MAY 2021

May 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 |
|--------|--|---------|---|----------|--------|----------|
| 2 | 3 HSE 9am-12pm (By Appointment) JRT 1:30pm-2:30pm (Virtual) | 4 | 5 HSE: 5pm-8pm (By Appointment) | 6 | 7 | 8 |
| 9 | 10 HSE 9am-12pm (By Appointment) JRT 1:30pm-2:30pm (Virtual) | 11 | 12 HSE: 5pm-8pm (By Appointment) | 13 | 14 | 15 |
| 16 | 17 HSE 9am-12pm (By Appointment) JRT 1:30pm-2:30pm (Virtual) | 18 | 19 HSE: 5pm-8pm (By Appointment) | 20 | 21 | 22 |
| 23 | 24 HSE 9am-12pm (By Appointment) JRT 1:30pm-2:30pm (Virtual) | 25 | 26 HSE: 5pm-8pm (By Appointment) | 27 | 28 | 29 |
| 30 | 31 HOLIDAY OFFICE CLOSED | | | | | |

***Notes:**

*HSE: High School Equivalency; *HSE available in person by appointment
For an Appointment Call: 315.536.5140, ext. 0 or Text: 315.694.1043





TASC Prep Classes (formerly GED)

Need to get your high school diploma? High School Equivalency/GED classes are offered by FLCC at the Workforce Office in Penn Yan.

- ◆ ***Morning class is held on Mondays 9:00 am—12:00 pm.***
- ◆ ***Evening class is held on Wednesdays 5:00—8:00 pm***

For more information contact, the Workforce Office at 315.536.5140, or check out the Yates County High School Equivalency Class page on Facebook!

Yates County Workforce Development

417 Liberty Street, Suite 2051
Penn Yan, NY 14527
(315) 536-5140
TEXT: (315) 694-1043



Youth & Young Adult Services

TAKE CHARGE!

Prepare For Employment Success

- Try out a new job
- Get your driver's license
- Take an online course
- Earn gift cards for participation

Finger
Lakes

WORKS

Yates County Workforce Development
Christine Yonge, Youth Counselor
315-536-5140, ext. 4 Text 315-694-1043
<https://www.yatescounty.org/406/Youth-Services>

Youth & young adults 14-24 may be eligible.



ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
SINCE 1983

Mature Job-Seekers Wanted- Join a Paid Work Training Program!

We are a multi-state non-profit organization whose mission is to provide job training and employment services to workers age 55+. We seek candidates who are interested in paid part-time training opportunities where they can grow their skills, gain updated experience, and become competitive for employment, all while contributing to the needs of their local community.

We provide paid training opportunities in the areas of: Food Preparation, Retail Sales, Customer Service, Healthcare and more. Participants in our program are assigned to local nonprofits for 20 hours each week where they contribute to that organization, learn new things, and are paid for their time.

Qualifications: Candidates must want to work and be ready to learn new things. The position is funded by a federal jobs training program called the Senior Community Service Employment Program (SCSEP). **Candidates must meet eligibility requirements including: being age 55+, unemployed, and within income eligibility guidelines.** Please only apply if you meet all criteria. To apply online, complete our easy online application at <http://a4td.org/> Contact (585) 445-3898 for more information.

We are an Equal Employment Opportunity Employer/Program.



Workforce & Career Solutions
www.flcc.edu/workforce
Upcoming Classes and Events
 (for classes not listed here visit our website
 or email us at workforce@flcc.edu)

Funding is available for most classes. Attend an orientation session to learn more!

| W&CS Orientation Sessions | | | |
|---------------------------|--------------------------------------|------------------------|---|
| Dates | Orientation | Location | Register |
| 3/10/2021 at 9:00am | Manufacturing Information Session | WebEx Virtual Session* | Register for an Orientation Session at: www.flcc.edu/workforce click on "Health Care" or "Manufacturing" and "Orientation Sessions" |
| 3/10/2021 at 1:00pm | Medical Admin. Assistant Orientation | WebEx Virtual Session* | |
| 4/7/2021 at 9:00am | CNA/HHA Orientation | WebEx Virtual Session* | |
| 4/14/2021 at 4:00pm | Manufacturing Information Session | WebEx Virtual Session* | |
| 5/5/2021 at 9:00am | CNA/HHA Orientation | WebEx Virtual Session* | |
| 5/12/2021 at 9:00am | Manufacturing Information Session | WebEx Virtual Session* | |
| 6/2/2021 at 9:00am | CNA/HHA Orientation | WebEx Virtual Session* | |
| 6/9/2021 at 4:00pm | Manufacturing Information Session | WebEx Virtual Session* | |
| 7/7/2021 at 9:00am | CNA/HHA Orientation | WebEx Virtual Session* | |
| 7/14/2021 at 9:00am | Manufacturing Information Session | WebEx Virtual Session* | |

| W&CS Training Classes | | | |
|--|---|---|--|
| Dates | Class | Location | Learn more |
| 3/15/2021 – 5/3/2021 M,W; 6pm to 9:30pm | Medical Administrative Assistant Program – Online Instruction | Online Instruction & Internship Location | Visit our website at: www.flcc.edu/workforce and click on "Health Care" or "Manufacturing" for more information about these programs |
| 4/5/2021-4/23/2021 M-F, 8am to 4:30pm | Home Health Aide Training Class | Home Care Plus & The Terrace at Newark | |
| 5/10/2021-6/17/2021 M-F, 8am to 4:30pm | Certified Nurse Aide Training Class | FLCC Geneva Campus & M.M. Ewing Care Ctr. | |
| Summer/Fall 2021** Call for dates | Certified Production Technician | Virtual Classroom In-Person Labs | |
| Summer/Fall 2021** Call for dates | Foundations in Manufacturing | Virtual Classroom In-Person Labs | |
| Fall 2021** Call for dates | Advanced Manufacturing Machinist | G.W. Lisk Clifton Springs, NY | |
| 9/20/2021 – 10/18/2021 M,T,W; 5:30pm to 9pm | Phlebotomy Technician Program Hybrid - Online | FLCC Geneva Campus & Clinical Location | |

Notes:

Attendance at an orientation session is required prior to acceptance into all classes. If you do not see one that is convenient to you, contact us at workforce@flcc.edu, call (585) 785-1670, or check our website for additional dates.

* These are currently virtual meetings. You will receive login/call-in instructions via email after you register.

** If you are interested in these trainings, email Andrea Badger at Andrea.Badger@flcc.edu and we will inform you when dates and times are announced.