



**ONTARIO COUNTY  
FINGER LAKES WORKS  
DEPT. OF WORKFORCE DEVELOPMENT  
JOB LEADS: November 13, 2017  
Web Site: <http://www.co.ontario.ny.us/workforce>**

**Quote of the week: "We would accomplish many more things if we did not think of them as impossible." ~ C. Malesherbez**

**Ontario ARC's** wide range of programs and services offers a variety of available positions, many of which provide the potential for a rewarding career in a compassionate, yet innovative working environment. Accepting applicants for: **Administrative Coordinator; Assistant Director of Financial Reports; Barista; Custodian; Day Hab Assistant; Driver; Employment Specialist II; Enclave Supervisor; Facilities Assistant; Financial Analyst; Hab Specialist; Pathway to Employment Job Coach; Project Search Coordinator; Program Sub; Program Supervisor; Quality Manager; Skills Instructor; Special Ed Teacher.** Apply online at: [www.ontarioarc.org](http://www.ontarioarc.org) \*\*Please note: For Residential Positions, there are Open Interviews from 12pm-2pm at 3071 County Complex Drive, Canandaigua. \*\*

**Assembler:** 10 immediate, full time opportunities at GW Lisk. Openings on all three shifts: 6:45am-3:30pm, 2:45pm-11:15pm and 10:45-7:15am. Prior work history and mechanical aptitude is needed. Drug screen required. Minimum qualifications: GED/HS Diploma. Call a Commercial Recruiter at Aerotek today: (315) 928-3180.

**Auto Technician/Mechanic:** Mavis Discount Tire, Canandaigua. Mavis's Mechanics / Automotive Technicians perform a wide variety of undercar repairs, including brakes, struts and shocks. Mechanics / Automotive Technicians are also responsible for completing state-mandated inspections, changing oil and filters, checking fluids, replacing worn parts, and dismounting, mounting, rotating and balancing tires.

To be eligible for the position of Mechanic / Automotive Technician, you must (1) be at least 18 years of age; (2) be legally authorized to work in the United States; (3) possess 2 years of experience and/or training in automotive repair and maintenance or any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities of the position; and (4) possess an extensive tool box of personal tools used in performing undercar repairs. The following additional qualifications are preferred: (1) state inspection license(s); and, (2) ASE Certifications in Automotive Maintenance and Light Repair (G1), Suspension and Steering (A4), and Brakes (A5). We provide our team members with competitive weekly pay, including weekly incentive compensation, a good working environment and an excellent combination of additional benefits like health and dental insurance, a 401(k) retirement savings plan with employer match, paid vacations, paid sick and personal time, on-the-job training, and opportunities for career growth and advancement. Apply online at: <http://www.mavistire.com/careers/>

**Bell Ringers:** The Salvation Army, 110 Saltonstall Street, Canandaigua. Seasonal paid positions are currently available November 3 – December 23. Please call (585) 394-6968 or stop by for an application.

**Bristol Mountain:** 5662 Route 64, Canandaigua. Now hiring for all departments: Chefs, Cooks, Cashiers, Dishwashers, Bartender, Janitorial, Ticket Sales, Lift Operations, Café Staff, Rental shop, Retail store, Tuning center, Snowmaking, and more. Please apply in person or online at: [bristolmountain.com](http://bristolmountain.com) The Personnel office is open Monday – Friday, 8:30 am – 3:30 pm. No phone calls, please.

**Bus Operators; Part-Time:** RTS Ontario, 2930 County Road 48, Canandaigua. Applicants must possess a High School Diploma or GED, a valid NY State Commercial driver's license, Class C or higher, with passenger endorsement, and a clean driving record. Must have a minimum of 5 years Class D auto driving experience; applicant will be required to pass a physical and drug test, and a criminal background check is conducted. Hourly rate is \$14.30; no weekends or split shifts; scheduling up to 29 hours per week.

**Child Care Coordinator:** Canandaigua YMCA. We are looking for an individual who is interested in being a Canandaigua Y School Age Child Care PM Coordinator. You will be responsible for creating and maintaining a happy, educational and safe environment for children after school. You will be responsible for planning and implementing daily programs as it relates to children, as well as build relationships with the children and parents. To qualify for this job, you must LOVE working with children and have a passion for helping to build their future. We also ask that you have a high school diploma or

equivalent; preferred Associates degree with a minimum of 18 credit hours in the area of Child Development, Elementary Education, Physical Education or Recreation. To apply, please email your resume to Heather at: [Heather@canandaigua-ymca.org](mailto:Heather@canandaigua-ymca.org)

**Child Watch Staff:** Canandaigua YMCA. Enjoy watching kids, playing games and keeping things fun? We are currently hiring for evening child watch & zone attendants. Child Watch & Zone staff supervise children in those areas. This position is responsible for providing a safe, engaging, and enjoyable childcare for members and their children in accordance with the Y mission and policies of the association. You will need to plan and supervise the activities of children and perform general housekeeping tasks and maintain a clean and safe area. If you are interested, please email your resume to Justine at: [Justine@canandaigua-ymca.org](mailto:Justine@canandaigua-ymca.org)

**CNC Machinist:** Full time position, 7 am – 3:30 pm, Monday-Friday, in Geneva. Benefits offered: medical insurance, 401k, paid vacation, and holiday pay. Wage is depending on the amount of experience. Job description and responsibilities: Sets up and operate CNC lathe and mills and/or manual machines where set-up is well defined with limited supervision. Aligns and secures holding fixtures, cutting tools, attachments, accessories, and materials onto machines. Read blueprints and drawings. Knowledge of M and G codes. Mastercam experience helpful. Inspects parts given a defined inspection process. Calculates dimensions, tolerances and machine offset adjustments using knowledge of mathematics and inspection instruments. Performs in-process inspection. Maintains close tolerance dimensions while producing parts at the rates established for a particular operation. Must have good verbal and written skills. Being a team member is essential. Must be dependable and display a positive attitude in the work place. Must have reliable transportation. Minimum two years' experience operating CNC and manual equipment. Email resume to: [danielle@ccmiplastics.com](mailto:danielle@ccmiplastics.com)

**CNC Mill and Lathe Operators:** Hunter Machine, Inc., 6551 Anthony Drive, Victor. Operate CNC Mills and CNC Lathes in a low to medium production volume environment. Responsibilities include: Must be able to inspect and be accountable for own parts, must be able to demonstrate the ability to work with close tolerances (.0001"), perform operator intervened operations that are required by CNC program sequences, must be able to keep multiple machines running, and will be required to perform secondary work such as deburr, polish, and part cleaning. Potential employee is responsible for cleaning and keeping work area neat and orderly. Qualifications: Must be able to read and write English, must have good math and organizational skills, must be able to follow instructions, must be efficient and have high quality standards, and must have own transportation and valid NYS Driver's License. Leather shoes and safety glasses required at all times on shop floor. Forklift experience a plus but not necessary. Must be able to stand for up to 10 hours, and be able to lift up to 50lbs. Air conditioned shop with modern equipment. Apply in person at above address.

**Crew Member:** McDonald's, Canandaigua. Are you an early riser? If so, we have the job for you! Our mornings start at 4 am, and our customers love to see smiling faces! We are looking for hardworking, enthusiastic individuals who want to be part of a winning team! If you enjoy working with people and learning new things, then we want to meet you! Must be 18 years of age! Apply online at: <https://www.mcdonalds.com>

**Delivery Drivers:** Openings for 10 drivers! Full time, holiday positions delivering packages for FedEx throughout the area. Will be based out of the FedEx Farmington facility but will be employed by a contractor in the Canandaigua area. Ideally, training to start early November, working through first of the year. Deliveries occur Monday-Saturday. OT possible. CDL license NOT required. Will be driving a minivan or 12-16 foot box truck. Will be following pre-set route and making dozens of stops. Lifting is required. Requirements include: clean NYS driver's license, DOT physical and drug screen (company paid) and road test. Call Mike at (585) 738-2433.

**Driver:** Ontario Center, Canandaigua. Ontario Center is looking to hire a Van Driver to transport residents from our Skilled Nursing Facility in Canandaigua, NY. The ideal candidate must live locally, have a clean driving record, and must be available to work Saturdays in addition to allowing for a flexible work schedule. Requirements Include: Flexible scheduling is a MUST; Clean driving record; Minimum of high school diploma or equivalent; Needs to be dependable; and must be able to work as a team member. Apply online at: [www.CentersHealthCare.com/careers](http://www.CentersHealthCare.com/careers)

**Dishwasher:** Applebee's, Canandaigua. Responsibilities include: maintain kitchen work areas, equipment, plateware and utensils in a clean and sanitary condition; assists in food preparation procedures; working in a hot environment, and transport cases up to 50 pounds. Apply online at: <http://www.applebees.com/>

**Driver Helper:** UPS is hiring individuals to work as **temporary, seasonal Driver Helpers**. These seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper you will not drive the delivery vehicle, but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. Apply online at: <https://www.jobs-ups.com/>

**EBay Lister:** Canandaigua Jewelry & Coin Exchange, 232 South Main St, Canandaigua. We are in need of an individual that has prior experience listing items on EBay and Craigslist. We take in all sorts of items and need an individual that has the knowledge to reference different items and picture and list items under our account. This job would be on Saturdays each week from 10 am-5 pm. We have all the necessary tools, camera, computer, and account: all we need is your experience listing these items. If this sounds like it's for you, please come in to apply in person.

**Equipment Operators:** Victor Excavating & Landscape. Seeking experienced dozer or excavator operators; commercial and residential. CDL a plus. Year-round work, good pay and benefits. For more information, please call (585) 924-1934.

**Event Server:** NY Wine & Culinary Center, 800 South Main Street, Canandaigua. An Event Server's primary responsibilities include completing preparation and set-up for events, guest service, and assisting where needed. They must be able to problem solve and multitask while maintaining a professional and positive attitude. Will need night, weekend, and some holiday availability. Education, experience and knowledge: Prefer one year server experience. Flexibility and professionalism while maintaining a welcoming presence. Ability to articulate NYWCC mission to guests and exemplify it in everything we do. Ability to plan for and work under pressure while staying calm in difficult situations. Punctuality and professionalism while maintaining a welcoming presence. Excellent communication, time management, organization, and customer service skills. Desire to learn and have an interest in NYS beverage and agricultural products. Ability to work independently, as part of a team, and flexibility to perform shift work in addition to being able to multitask. You may apply through any of the following options: Email a resume to our HR Manager at [tina.gambino@nywcc.com](mailto:tina.gambino@nywcc.com) ; Apply through our website at [www.nywcc.com](http://www.nywcc.com) ; or Apply in person.

**Food Runner:** NY Wine & Culinary Center, 800 South Main Street, Canandaigua. Food Runners must provide excellent customer service by delivering orders to guests, describing dishes in detail, and answering questions, along with supporting service and kitchen staff. They must be able to work in a fast pace environment, problem solve, and multitask, while maintaining a professional and positive attitude. They will need to train students and part-time seasonal help in addition to having night, weekend, and some holiday availability. You may apply through any of the following options: Email a resume to our HR Manager at [tina.gambino@nywcc.com](mailto:tina.gambino@nywcc.com) ; Apply through our website at [www.nywcc.com](http://www.nywcc.com) ; or Apply in person.

**Food Service:** Taco Bell in Victor is hiring Crew members and Shift Managers. Part time and full time hours available. All shifts: days, evenings, weekends. Apply online today at <https://www.tacobell.com/careers>

**Food Service:** Victor Thruway Travel Plaza is hiring! Restaurants include Tim Horton's, Villa Pizza, and Checkers. Multiple part time and full time openings, including days, evening, overnights, weekends and holidays. Open positions are Cashiers, Food Prep and Cleaners. Starting hourly wage is \$11.00 hour. Complete an application in person at 7029 Aldridge Road, Victor.

**Healthcare:** Geneva General/FL Health is accepting online application for:  
**Clerk/Receptionist; CNA Trainee, Cook, Housekeeping Aide, LPN, Mechanic III; Medical Biller, Medical Records Clerk, Nutritional Services Aide, Payroll Clerk, Rad Technician, RN, Registration Rep, Secretary, Security Officer,** and more! For details and to apply online, visit: <http://www.flhealth.org>

**Host/Hostess:** NY Wine & Culinary Center, 800 South Main Street, Canandaigua. The Greeter/Host/Hostess extends a warm welcome and first impression to all guests in person and on the phone, greeting them, seating them in a timely manner, and also supports wait staff. They have excellent communication skills, pay attention to detail, and can problem solve while maintaining a professional and positive attitude. Must have night, weekend, and some holiday availability. You may apply through any of the following options: Email a resume to our HR Manager at [tina.gambino@nywcc.com](mailto:tina.gambino@nywcc.com) ; Apply through our website at [www.nywcc.com](http://www.nywcc.com) ; or Apply in person.

**Laborer:** Elderlee, Inc., 729 Cross Road, Oaks Corners. We are a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic candidate to fill the role of General Laborer in our Sign facility. This is an entry level laborer position for 1st shift. This facility has a great working environment. Starting pay is \$10.75. Position requires the ability to lift up to 50 lbs. We offer an attractive total compensation package, including Life, Health, Dental Insurance and Union retirement package, paid holidays and vacation. Elderlee, Inc. is an Equal Opportunity Employer. Apply by: Fax: 315-789-8104, Online: [www.elderlee.com](http://www.elderlee.com), Email: [payrolldept@elderlee.com](mailto:payrolldept@elderlee.com) or in person.

**Landscape Foreman:** Year-round position. The Landscape Foreman is an experienced landscaper who is able to work with minimal supervision. The position works as a member of the team and leads, directs, and motivates the crew to complete jobs within specified hours and to exceed the customers' expectations. This position requires a high school degree or GED, plus one year of experience in the landscaping field. Experience as a foreman is preferred; however, a very experienced installer/laborer wishing to make the transition from crew person to foreman will be considered. Hardscaping experience preferred. Strong oral and written communication skills, time management, job planning skills, problem solving skills, and mechanical aptitude are a must, along with a clean driver's license. Bi-Lingual in Spanish, Pesticide license, and Snow plowing

experience are a plus. This is a full time year round position with competitive pay with 50+ hours a week during production season and benefits. Pay will be based on experience and willingness to work. To learn more about us, visit our website at: [www.BensonEnterprises.com](http://www.BensonEnterprises.com)

**Library Director:** Clifton Springs Library is seeking an innovative director to lead this village library with a staff of ten. The Library is an association library with a stable endowment and an elected board of trustees. Plan, implement, and evaluate library services and collection; Administer the budget, finances, and personnel of the library; Manage the fund drive and all other annual fundraising efforts; Seek out and apply for grants, other development and funding sources; Maintain positive relationships with the Pioneer Library System, its member libraries, and all local community organizations; Promote community visibility and an online presence through website and social media. Required: a BA degree in an area of study applicable to library management. Preferred: A Master's Degree in Library and Information Studies, from a college accredited by the American Library Association. Two or more years of professional library management experience. See Full ad on CS Library Facebook page. Please forward resume and cover letter to: [cliftonspringslibrary@gmail.com](mailto:cliftonspringslibrary@gmail.com)

**Lifeguards:** YMCA, Canandaigua. **We are in immediate need for lifeguards!** Get Certified, get a job, and start saving lives today. Great pay & great benefits at the Y. As a lifeguard, your primary goal is to protect all swimmers and participants in the Y pool. You must be prepared to respond to emergency situations quickly and efficiently. Ideal candidates are certified lifeguards who also show a courteous and respectful demeanor towards all staff and Y participants. Flexible schedule with early morning, evening and weekend shifts. If interested, but not certified, class starts soon! If you're qualified, please email Grace at: [GConklin@Canandaigua-ymca.org](mailto:GConklin@Canandaigua-ymca.org)

**Line Cook:** NY Wine & Culinary Center, 800 South Main Street, Canandaigua. Primary responsibilities include preparing food, assembling plates, serving food, and maintaining kitchen equipment and space. The successful candidate can work under pressure, problem solve, and multitask while maintaining a professional and positive attitude. May need to train students and part-time seasonal help and must have night, weekend, and some holiday availability. Education, Experience & Knowledge: Prefer one year server experience. Flexibility and professionalism while maintaining a welcoming presence. Ability to articulate NYWCC mission to guests and exemplify it in everything we do. Ability to plan for and work under pressure while staying calm in difficult situations. Punctuality and professionalism while maintaining a welcoming presence. Excellent communication, time management, organization, and customer service skills. Desire to learn and have an interest in NYS beverage and agricultural products. Ability to work independently, as part of a team, and flexibility to perform shift work in addition to being able to multitask. You may apply through any of the following options: Email a resume to our HR Manager at [tina.gambino@nywcc.com](mailto:tina.gambino@nywcc.com) ; Apply through our website at [www.nywcc.com](http://www.nywcc.com) ; or Apply in person.

**Machine Set-Up/Operator:** CAR Engineering & Manufacturing, Victor. Opening available for someone to set-up/run CNC Mills and Lathes on the night shift, including weekends. No experience is necessary; we have positions available where training is provided. We are flexible with schedules on a part-time or full-time basis to ease entry into the trade/employment. Skilled positions are also available on all shifts for individuals with at least 5 years' experience. Salary ranges from \$12 - \$25/hour. Apply online at: [www.car-eng.com](http://www.car-eng.com)

**Machine Operator:** Terphane, a leading manufacturer of specialty polyester films, has an immediate opening for a Machine Operator to perform film extrusion and slitter operations. Prior film production and forklift experience is desired. High School Diploma or equivalent and six months of continuous related production experience. Position involves walking and standing for the majority of a 12-hour shift. The employee must regularly lift and/or move up to 50 pounds. All candidates must be available to work a twelve-hour swing shift schedule. The schedule swings from days to nights, and will include two weekends each month. Employees have 7 days off in a row each month!! The hours are as follows: 6:00 AM -- 6:00 PM (days), and 6:00 PM -- 6:00 AM (nights). The starting pay rate for an entry-level Machine Operator is \$12.34 per hour. The shift differential for working nights is an additional \$0.75 per hour. Outstanding benefits, including medical, dental, life insurance, matching 401(k), tuition reimbursement, attendance bonus reward program, and more! EOE Please send resume to: Terphane, Inc., 2754 West Park Drive, Bloomfield, NY 14469. Fax: (585) 657-5824.

**Material Handler:** Full Steam Staffing, 501 Exchange Street, Geneva. Three full time positions available to perform manual assembly functions, packing, placing bottles on line, and assemble kits while ensuring accuracy and speed, visually inspect in-process materials for quality and record necessary information, and communicate any variances. Please apply in person.

**Mechanic; Bus:** Victor Central Schools, 953 High Street, Victor, NY 14564. Entry level position with health insurance, defined-benefit pension plan, vacation, tool allowance, Monday – Friday schedule. Please mail resume or phone (585) 924-3252, ext. 1417.

**Mechanic; Maintenance:** Career opportunity in Bloomfield; on call status. Identify, and resolve routine issues and repairs by adjusting, replacing parts or components, and repairing mechanical equipment. (20%) Assist with preventative maintenance planning and perform basic preventative tasks. (15%) Complete assigned work orders in an efficient manner. (15%) Maintain a safe working environment by ensuring compliance of safety and environmental rules and regulations. (10%) Recommend ideas to improve safety, reliability, and the general operation of the manufacturing equipment. (10%) Regularly check with the lead operator about the machine operating conditions of all



machines. (10%) Work with outside contractors to ensure proper job completion. (5%) Work from and interpret mechanical and electrical drawings. (5%) Document maintenance work performed and changes made to the equipment in the maintenance log and the on-line Preventive Maintenance spreadsheet where applicable. (5%) Support the 24-hour operation of the facility. Email resume to: kim.flora@terphane.com

**Mechanical Assembler:** Immediate start date! Located in Omni Tech Office Park, Phillips Road, Victor. Temporary assignment through mid-January, Monday – Friday. Hours: 8 am – 5 pm, some nights and weekends as required. Pay: \$12/hour, 1/2 Hour Lunch, and Two (2) 15 minute breaks. No Holiday Pay. No Benefits. Job Duties: Prepares work to be accomplished by gathering parts, subassemblies, tools, and materials, Positions parts and subassemblies, assembles components by examining connections for correct fit, and fastening parts and subassemblies by using bolts and screws. May use a variety of hand and power tools. Resolves assembly problems by notifying supervisor to obtain additional resources. Maintains safe and clean working environment by complying with procedures, rules, and regulations. Conserves resources by using equipment and supplies as needed to accomplish job results. Contributes to team effort by accomplishing related results as needed. Will provide on-the-job training. Moderate Lifting (approx. up to 50#). Sitting/Some standing for longer periods of time. Send resume to bkravetz@keystorage.com

**Package Handler/Warehouse:** FedEx Ground, 5980 Collett Road, Farmington. Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care. FedEx Ground facilities typically have multiple sorts operating daily in each location. During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner. Package Handlers (PHs) may be assigned to or rotate through various areas and positions such as Loader, Unloader, Palletizer, Scan Weigh and Key (SWAK), Quality Assurance (QA), Facer, Switcher, etc. Individuals who are interested in being considered for a Package Handler position are required to watch a virtual job preview before completing an employment application process. This preview will provide a realistic look at the job. Daily activities include assisting with warehouse operations and performing entry level warehouse and dock-related tasks, loading and unloading trucks, shipping and receiving, moving, handling and tracking packages and other material and assisting with transportation and distribution operations. Please apply online at: <https://www.fedex.com>

**Recycling Laborers:** Many openings in both Farmington and Stanley. Farmington-Monday-Friday, 7am-3:30pm, \$10.50 per hour, 3:30pm-midnight at \$11.00 per hour, Duties include recycling plastics, cans and bottles, along with other duties. Stanley-Monday and Saturday mandatory, 5am-3:30pm at \$10.50pm. The afternoon shift is

running on a part-time/seasonal basis right now at \$11.50 per hour (around 30hrs a week), the shift is from 4:30pm-10:30pm. Contact Cynthia at People Ready, (585) 393-9250.

**Retail:** Lowes is hiring! **Customer Service Associate/Part-Time, Lawn & Garden Associate, and Overnight Receiver/Stocker** in Canandaigua. For more information and to apply online visit: <https://jobs.lowes.com/>. Select "Canandaigua, NY" for City/State.

**Retail:** Macy's at Eastview Mall is hiring for the holiday season! We currently have openings in the following areas: Seasonal customer service, Fragrance ringers, Women's Shoes, Jewelry, Receiving, and Many more!!! Please visit [macysjobs.com](http://macysjobs.com), stop into the Macy's executive office at Eastview Mall on the second floor, or call (585) 223-9181 to apply today!

**Retail:** Walmart in Victor is hiring! Full and part-time positions available. Apply online at: [www.walmart.com/apply](http://www.walmart.com/apply) or contact Ashley at (585) 398-6038, ext. 190 to set up an interview. Walk in interviews are also welcomed.

**Retail:** Von Maur at Eastview Mall is hiring Full Time, Part Time, and Seasonal Positions. Positions currently open at Von Maur: Full Time Sales Associate, Part Time Sales Associate, Gift Wrap Associate, Seasonal Jewelry, Seasonal Gifts, and Part Time Women Shoes Associate. We offer competitive wages in the retail industry, along with a commission incentive - the more you sell the more you make! We offer premium Sunday pay and a generous merchandise discount. Comprehensive benefit package - we have you and your family covered! Employer matched retirement plan - who doesn't appreciate extra money? No extended holiday hours. To apply and for more information please visit our website at: <http://www.vonmaurcareers.com/>

**Sales Associate:** Five Below, Victor. If you want to be at the beat of the Five Below pulse, our part-time Holiday Sales Associates get right in the middle of all store action. Perfect candidates have an undying passion for delivering amazing customer service, while also driving high sales results. Key traits include having amazing people and selling skills, a keen eye for ensuring merchandise is on the floor in an organized fashion, keeping the floor stocked-up flawlessly and providing super smooth transactions at the register. Responsibilities will include: responsible for cash handling procedures, reviews and responsible for all corporate communications applicable to their assigned area, assists in merchandising procedures, stand entire shift, and frequently operate cash register. Apply online at: <https://www.fivebelow.com/new-now.html>

**School Aides:** Wayne-Finger Lakes BOCES is hiring for the 2017-2018 School Year at various locations: Wayne Education Center (WEC) Williamson; Finger Lakes Secondary School (FLSS) Rushville; Newark Education Center (NEC) Newark; Red Jacket Education Center (RJEC) Shortsville; and Midlakes Education Center (MEC) Clifton Springs. Both a W-FL BOCES Non-Certified Employment Application and Ontario County Civil Service Application are required. You may obtain the forms by downloading them from: <http://www.wflboces.org>, calling (315) 332-7440 (message center available 24/7), E-mailing [HRjobs@wflboces.org](mailto:HRjobs@wflboces.org), or by visiting our office located in the Regional Support Center at 131 Drumlin Court, Eisenhower Building, Newark, NY between 8:00 a.m. and 4:30 p.m. Monday through Friday. These applications should be submitted with an original signature along with your cover letter, resume, and any other documentation to: Carrie Spelman - Human Resources, 131 Drumlin Court, Eisenhower Building, Newark, NY 14513.

**School Bus Drivers:** Durham School Services, Canandaigua, NY. Part-time school bus drivers needed in Canandaigua. Free CDL and endorsement training for those who want to start a driving career. Flexible part-time schedule with benefits available. Guaranteed 20-hour work week. No experience is required, but experience is welcome. We will train the right applicants to earn a CDL license, along with the required endorsements needed. Our training program is comprehensive and holds a very high success rate. The first week is spent in the classroom preparing you for the CDL permit test. Once you have earned your permit, we begin on the road training. This section is designed to prepare you for the CDL road test. Typically, behind-the-wheel-training lasts four to six weeks. Once you earn your CDL license, you will complete a Durham safety and training course designed to prepare you for the road. Whether you are a professional driver, or you are looking to break into the profession; if you need to supplement your income, or you need a schedule that can be flexible, look no further than Durham School Services. To apply, visit: <http://www.durhamschoolservices.com>

**Snow Skiing Staff:** Hunt Hollow Ski Club, 7532 County Road 36, Naples. Now hiring for lift operators, snowmakers, lodge staff, and daycare. Apply in person, Monday – Thursday, 9 am – 4 pm.

**Snow Removal Positions:** Lakeview Lawn & Landscape, Inc., Canandaigua. We are looking to fill snow removal positions for the winter. We have openings for sidewalk crew members (\$15/hr), snow plow drivers (\$20/hr), and heavy equipment operators (\$20/hr). Candidates must be at least 18 years old and have a valid, clean driver's license. Must have dependable transportation and own a cell phone. Must be able to pass a drug test and physical as well. Prior experience is preferred, but not required. These positions have the possibility of long and sporadic hours, and applicant must be on call 24/7. Apply online at: <http://www.lakeviewlandscape.com>

**Stock Clerk:** Michael's, Canandaigua. Looking for a merchandiser stocker for the early morning shift. Hours can begin as early as 3 a.m. Apply online at:  
<http://www.michaels.com>

**Vehicle Prep Person:** LeBrun Toyota, Canandaigua. A very busy Toyota Dealership needs a detail person to prep and clean new and used vehicles. Must have a sharp attention to detail, and a valid NYS driver's license. Excellent pay and benefits. Apply in person or email: [lebrunservice@gmail.com](mailto:lebrunservice@gmail.com)

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM  
FOR FURTHER JOB LEADS  
3010 County Complex Drive, Canandaigua, NY 14424  
Telephone: (585) 396-4020  
Hours: Monday thru Friday 8:00 - 5:00**

A proud partner of the  American Job Center® network

**ONTARIO COUNTY**  
**3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465**  
**[HTTP://WWW.CO.ONTARIO.NY.US/HUMANRESOURCES](http://www.co.ontario.ny.us/humanresources)**  
**CURRENT EXAM INFORMATION**

**EXAMS SCHEDULED BY N.Y.S. CIVIL SERVICE**

<b><u>Exam Title</u></b>	<b><u>Last Filing Date</u></b>	<b><u>Exam Date</u></b>
Audio-Visual Assistant	12/6/2017	1/20/2018
Dispatcher	11/22/2017	1/06/2018
Fire Chief (City of Canandaigua)	12/6/2017	1/20/2018
Human Resources Associate	12/6/2017	1/20/2018
Human Resources Clerk	12/6/2017	1/20/2018
Human Services Worker	12/6/2017	1/20/2018
Pump Station & Sewer Line Maintainer	12/6/2017	1/20/2018
Pump Station & Sewer Line Maintainer Trainee	12/6/2017	1/20/2018
Senior Dispatcher	11/22/2017	1/06/2018
Water Supervisor (City of Canandaigua)	12/6/2017	1/20/2018

**ANNOUNCED VACANCIES**

Building Maintenance Mechanic  
Correction Officer; Part-Time  
Food Site Aide, Part-Time  
Registered Nurse  
Substitute Bus Driver (Office for the Aging)

**CONTINUOUS EXAMS (Clerical):** These examinations will be conducted on the third Wednesday of every month with a last filing date of the first Wednesday of that month:

Typist/Office Specialist I                      Account Clerk-Typist/Finance Clerk 1

**CONTINUOUS EXAMS (Health Related)**

Community Mental Health Nurse	Nurse Practitioner	Occupational Therapist
Occupational Therapy Assistant	Physical Therapist	Physical Therapy Assistant
Psychiatrist	Public Health Nurse	

**CONTINUOUS EXAMS (Computer Related):** Upon approval of application, a Training & Experience Questionnaire must be completed. Applicants approved the first Friday of the month will be scheduled for Part I of the exam during the last week of that month:

Technical Specialist (Information Systems)

**ALL EXAMINATIONS REQUIRE A \$15.00 APPLICATION FEE. CHECK OR MONEY ORDER ONLY. PAYABLE TO:  
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES.**

# Looking to Start or Advance Your Career in Health Care?



## Join our team at UR Medicine Thompson Health!

### UR Medicine Thompson Health offers:

- Competitive Compensation
- Career Advancement
- Health Insurance
- Paid Time Off
- Friendly Corporate Culture
- Flexible Schedules
- Tuition Assistance
- Retirement Plans



### Now Hiring for:

### Certified Nurse Assistant Training Class

Training start date: 11/27/2017

Location: FLCC

Application due date: 10/15

Please apply online at  
[ThompsonHealth.com/Careers](http://ThompsonHealth.com/Careers)





**Coastal Staffing is hiring**  
**Machine Operators**  
**in Bloomfield**

**Apply in person**

**Ontario County**  
**Workforce Development**  
**3010 County Complex Drive**  
**Canandaigua**

**Wednesday, November 29**  
**1:00 am – 2:30 pm**

**Must be able to work a 12 hour, rotating shift, including weekends**  
**Prior experience preferred**  
**Wage starts at \$12.35 plus differential**





# Now Hiring



## Think Fast. Think FedEx Ground.

FedEx Ground is now hiring package handlers.

**5980 Collett Road  
Farmington, NY 14425**

### Up to \$11.70/hr. to start

#### Compensation

- Multiple pay increases within the first six months of employment
- Tuition reimbursement program
- Full time opportunities
- Weekly pay/direct deposit

#### Qualifications

- Must be at least 18 years of age
- Must be able to load, unload and sort packages, as well as perform other related duties

For more information, visit **[GroundWarehouseJobs.fedex.com](http://GroundWarehouseJobs.fedex.com)**

FedEx Ground is an equal opportunity/affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce.



# PeopleReady

# **Immediate Openings!**

Multiple assignments  
available: manufacturing, landscaping and  
labor positions, throughout the area.

People Ready will be accepting applications  
on

**Tuesday, November 14 & 28**  
**10:00 am-12:00 pm**  
at

**Ontario County Workforce Development**  
**3010 County Complex Drive, Canandaigua**

# 21st Annual Wayne County Job Fair



**Thursday, November 16th 1:00 - 4:30pm**  
**Wayne Finger Lakes BOCES Conference Center**  
**131 Drumlin Court, Newark**  
**Bring your Resume & be prepared to interview!**  
***NEW LOCATION!***

Adecco

Advanced Atomization Technologies

Aerotek/ GW Lisk

Auburn Bearing & Mfg.

Baldwin Richardson Foods

Berry Global

CDS Life Transitions

Dau Thermo Solutions North America

Dr. Pepper/Snapple Group

Elderlee

Express Mart

Heritage Christian Services

Lifetime Care Network

Lyons National Bank

Maco Bag

Marshall Exteriors

Marshall Farms

McAplin Industries

Micro-Tech Machine

Newcut

Optimax Systems

Pal Mac Schools

Precision Grinding

Reliant Community Credit Union

Remedy Staffing

Rochester Regional Health System

Samuel R. Parry Machine Co.

Sodexo@ Wayne Ct. Nursing Home

Terphane

Ultralife Batteries

UR Medicine/ Thompson Health

Wayne ARC

Wayne Finger Lakes BOCES

Zoto's International

**Co-Sponsors: Finger Lakes Works & the NYS Dept. of Labor,  
Wayne Economic Dev. Corp.; Wayne County Business Council;  
and 1420 WACK Radio & Big Dog Country 103.5**



# November 2017

## Calendar of Events

Ontario County Workforce Development  
 3010 County Complex Drive  
 Canandaigua, NY 14424  
 585-396-4020


Monday	Tuesday	Wednesday	Thursday	Friday
October 30 Career Club: 9 – 11 am	October 31	1 ACCESS VR: 1:30–2:30 pm	2	3
6 Career Club: 9 – 11 am	7 Adecco: 10 am – 12 pm	8	9	10  Veterans Day Holiday
13 Career Club: 9 – 11 am	14 People Ready: 10 am – 12 pm	15 ACCESS VR: 1:30–2:30 pm	16	27
20 Career Club: 9 – 11 am	21	22	23  Holiday	24
27 Career Club: 9 – 11 am	28 People Ready: 10 am – 12 pm	29	30	

**ACCESS-VR ORIENTATION:** Assist individuals with disabilities to achieve and maintain employment & to support independent living through training, education, rehabilitation, & career development. To learn more, please attend an informal orientation session on 2<sup>nd</sup> floor, Room 4. Phone: (315) 789-0191

**CAREER CLUB:** Join us every Monday at 9:00am on 2<sup>nd</sup> floor, Room 8 for informal networking and support as you search for your new job opportunity.

# Calendar of Events - FL Works Geneva

## November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Training Options 2 - 3 pm	3
6 <b>Open Recruitment</b> Hillside 10am – Noon  Career Club (Canandaigua) 9 - 11 am  Interviewing Techniques 2 - 3:30 pm	7 <b>Open Recruitment</b> Ontario ARC 9 - 11 am	8  Personal Skills for Success (Canandaigua) 9 - 3 pm  Cover & Job Search Letters 2 - 3:30 pm	9  Job Search Over 50 2 - 4 pm	10  Los Fundamentos de Buscar Trabajo 3 - 4 pm
13 Career Club (Canandaigua) 9 - 11 am  Effective Resumes 2 - 3:30 pm	14 <b>Social Media</b> 10:00 - 11:30 am  WorkKeys at FL WIB (9am - 1 pm)  Training Options 1 - 2:00 pm (Penn Yan)	15	16  Metrix E-Learning 11 am - Noon  Training Options 2:30 - 3:30 pm	17
20 Career Club (Canandaigua) 9 - 11 am  Interviewing Techniques 10 - 11:30 am	21 <b>Effective Resumes</b> 10 - 11:30 am	22	23  Closed for Thanksgiving Day  	24
27 Career Club (Canandaigua) 9 - 11 am  Interviewing: Beyond the Basics 9 - 11 am	28 <b>Navigating the Civil Service System</b> 10 - 11:30 am  Open House for Veterans & their Family 1 - 2:30 pm	29  Personal Skills for Success 9 - 3 pm (Geneva)	30	

**Please call ahead of time to reserve a space for workshops!**

### Geneva Career Center

70 Elizabeth Blackwell St.

Geneva, NY 14456

Phone: 315-789-1771

Email: [geneva@labor.ny.gov](mailto:geneva@labor.ny.gov)

### Health Care Information:

Mondays: Your Care, 9am – Noon  
United, Noon – 3pm

Wednesdays: Fidelis, 9 am – Noon

Fridays: Your Care, 9am – Noon

## WORKSHOP DESCRIPTIONS

**Career Club at Ontario County Complex - Canandaigua** - Join others who are looking for work at this weekly job club. Get job leads and find out what businesses are looking for when they hire. This is an excellent opportunity to network with others, get insights, and support in your job search. Learn about available resources. (2 hours)

**Cover & Job Search Letters** - This instructional workshop will focus on how to write a Cover Letter (Yes, you do need one!) and other job search letters. (1.5 hours)

**Effective Networking** - You're looking for work and people ask you "What do you do?" Or you're in an interview and the interviewer says "Tell me about yourself." HOW do you respond? This workshop helps you craft your own professional introduction in order to network in a variety of situations. Everyone needs to be able to efficiently communicate with confidence. Learn to discuss your unique skills and strengths to jump start your job search. (1.5 hours)

**Effective Resumes** - Is your resume effective? Are you receiving calls for interviews? Learn how to highlight your accomplishments, past experiences, skills, abilities, qualifications and personal characteristics so a potential employer can easily see the assets you would bring to the business. During this informational session, you will learn what revisions are necessary to create an effective, up-to-date resume. (1.5 hours)

**Interviewing Techniques** - You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know. Learn what questions you should be able to answer before going into an interview. Learn the importance of making a good first impression. Learn techniques regarding, appearance, body language, preparation, and attitude. (1.5 hours)

**Interviewing: Beyond the Basics** - Tell me about yourself? What are your salary expectations? This interactive workshop provides the opportunity to: receive feedback on your interviewing skills, network, and reduce those interview jitters. Come prepared to answer interview questions. \*\*Prior attendance at the Interviewing Techniques workshop is required\*\* (2 hours)

**Job Search Over 50** - Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (2 hours)

**Los Fundamentos de Buscar Trabajo** - Buscar un trabajo nuevo puede ser agotador. Este cursillo está diseñado particularmente para los que hayan sufrido una cesantía y/o no hayan trabajado por algún tiempo. Informará al/a la buscaempleo sobre las herramientas actuales que están disponibles para ayudar con la organización y el proceso de una búsqueda eficaz para trabajo. El cursillo pone énfasis en los elementos básicos de cómo y dónde buscar trabajo. (1 hora)

**Metrix E-Learning** - If you are interested in upgrading your computer skills and would like to take online courses at your own pace, Metrix may be for you. Metrix is a self-directed online learning program you can access anywhere with high-speed internet. (1 hour)

**Navigating the Civil Service System** - Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to use the websites and what to look for on civil service listings. (1.5 hours)

**Personal Skills for Success** - Learn the basic skills necessary to help you stay employed in any job setting. Conducted during 1 day, participation will earn you a Workforce Certificate of Completion for 5 hours of Soft Skills Training, as chosen by regional business and industry leaders. These skills are critical to quality employees: Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams. (5 hours)

**Social Media** - Online networking can be one of your most valuable resources when job-searching. Take advantage of this opportunity to learn more about how to get the most out of LinkedIn, Facebook, and Twitter to build your professional network. Learn how to get recommendations, research employers, display your expertise, and get noticed. (1.5 hours)

**Training Options** - Finger Lakes Works may have funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Innovation and Opportunity Act. It will also provide things to think about when choosing a school or program. (1 hour)

**WorkKeys** - Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys assesses reading, math and locating information, which qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate. (4 hours)