



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS: November 27, 2017
Web Site: <http://www.co.ontario.ny.us/workforce>**

Quote of the week: "People rarely succeed unless they have fun in what they are doing." ~ Dale Carnegie

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; Financial Analyst; Hab Specialist; Manager of Nursing Services; Pathway to Employment Job Coach; Program Sub; Program Supervisor; Quality Manager; Skills Instructor; Special Ed Teacher.** Apply online at: 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.

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

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.

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

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: Express Mart: Locations in Canandaigua, Geneva, Phelps, Newark, Farmington, Shortsville, Macedon. Full and part-time openings with flexible scheduling. Weekly employee incentive bonuses with opportunity for advancement. We offer health and dental insurance, and 401K retirement plan. Apply at your local Express Mart or online at: www.expressmart.com/careers

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>

Crew Member: Tim Hortons, 10 Booth Street, Canandaigua. Now accepting applications for customer service and baker positions for both AM and PM shifts. Full and part-time openings with flexible scheduling. Pay starts at \$10.75/hour and higher based on experience. Apply in person after 10 am.

Driver: Pat's Taxi, 5297 Parkside Drive, Suite 400, Canandaigua. (585) 394-7027. New positions available covering the Finger Lakes region. Positions require High School Diploma or GED, Clean NYS license with passenger endorsement for bus, Class E license for sedans. Monday – Friday AM and PM shifts available; some Saturdays required. Please apply in person.

Driver: Service Steel has been a leader in the steel tubing industry since 1920. They are growing in their new state of the art facility in Farmington. Immediately seeking an experienced Class A Driver who will operate 30' and 42' flatbeds. Deliveries to Western and Central NY, home every night. References and drug screen required. Wage commensurate with experience, plus excellent benefit package. For additional details, please visit Service Steel's website at <http://servicesteel.com> To apply, email resume to: dthompson@servicesteel.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/>

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: Thompson Health is accepting online applications for: LPN, Stockroom Clerk, NS Cleaning Tech, Nutrition Services Associate, Clinical Secretary, and more. Visit www.thompsonhealth.com for details and application.

Healthcare: Geneva General/FL Health is accepting online application for: **Athletic Trainer; Administrative Assistant; Financial Aid Counselor; HVAC/Mechanic III; Host/Hostess; LPN; Medical Biller; Medical Office Assistant; Nursing Assistant; Nutritional Services Aide; Patient Care Tech; Radiology Tech; Secretary;** and more! For details and to apply online, visit: <http://www.flhealth.org>
Visit us on **Wednesdays, 9 am – 5 pm**, for "Walk in Wednesdays". No appointment is necessary.

Laboratory Technician: Newtex, Victor. As a member of the technical team, this individual will work out of the laboratory and will have responsibilities for Quality, Technical, and Development activities. A four-year degree in science or related discipline, or 2-4 years related experience and/or training, or Equivalent combination of education and experience is required. Knowledge, Skills and Abilities: Smart, energetic individual with a passion for science and lab work, strong initiative and teamwork. Good quantitative and analytical skills. Ability to write routine reports and correspondence, clearly and concisely. Ability to read and interpret documents such as external lab reports, test and material specifications, and test methods. High proficiency in MS Excel, statistical analysis, graphing and data interpretation. Ability to work well both independently and in a team environment. Ability to reset priorities based on evolving customer and/or internal requirements. Attention to detail, organizational, and time management skills. Work Environment: While performing the duties of the job the employee is regularly exposed to moving mechanical parts and loud noises on the manufacturing floor. Laboratory testing may require working with equipment at high temperatures. The employee is required to stand, walk and be able to sustain good mobility for the duration of the shift. Periodic bending and climbing may be required. The employee may be required to lift, push, and/or pull up to 25 lbs. Equal Opportunity: EEO Employer: Minorities/Women/Veterans/Disabled. For more details, visit our website at www.newtex.com or email cover letter and resume to: humanresources@newtex.com

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, Email: payrolldept@elderlee.com or in person.

Laborers: GLK Foods, 11 Clark Street, Shortsville. Full-time positions open for Warehouse/Forklift Operators (1st shift); Machine Operators (1st & 2nd shifts); Automated Equipment Mechanic (1st & 2nd shifts); and Vat Room Associates (1st & 2nd shifts). We offer a rich benefit program including medical, dental, vision, life insurance, EAP, Tuition Reimbursement Program, vacation, and more. Email your resume to: jcarlson@glkfoods.com or stop by and 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

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! Please send resume to: Terphane, Inc., 2754 West Park Drive, Bloomfield, NY 14469. Fax: (585) 657-5824.

Mailroom: Messenger Post Media, 73 Buffalo Street, Canandaigua. Part-time help needed in the mailroom on the 1st and 2nd shifts. Duties include loading printed matter into hoppers, paying close attention to the equipment that is running, jogging newspapers, assembling pallets, and wrapping pallets in clear film. Must be able to lift 40 pounds, and have good fine motor skills. Please apply in person.

Maintenance Mechanic: Newtex, Victor. Manages all mechanical, electrical, and high pressure systems in the facility and associated with textile and coating machinery. Sets and completes preventative and corrective maintenance schedule; Contracts with third parties when specific expertise required. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representational of the knowledge, skill and/or ability required: Fluent English, strong problem solver and trouble-shooting skills, strong mathematical and mechanical skills, Basic Electrical, plumbing, and high pressure system competency, and PLC and controller understanding. Computer literacy is required. Industry certifications are favored. Fork lift and all motorized transport equipment certification is required, and the ability to stand, walk and sustain good mobility for the duration of the shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Periodic bending and climbing may be required. The employee is regularly required to lift, push and/or pull up to 50 lbs. While performing the duties of the job the employee is regularly exposed to moving mechanical products and airborne fiberglass particles. The noise level in the environment is loud. Items of appropriate personal protective equipment will be required. Equal Opportunity: EEO Employer: Minorities/Women/Veterans/Disabled. For more details, visit our website at www.newtex.com. Email cover letter and resume to: humanresources@newtex.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

Operations Order Fulfillment and Support: Career opportunity available in the Canandaigua/Geneva area. A family business for over 50 years, this employer provides customers the finest gardening and agricultural tools and supplies available. Due to steady growth, they are seeking a dedicated, responsible professional to join their team. As a valued employee, you'll be responsible for performing a wide variety of duties: Providing exceptional customer service, to both internal and external customers; Processing orders, packaging, shipping and invoicing; Receiving materials and maintaining the stockroom, including inventory levels; Supporting and backing-up management with data entry into Excel and QuickBooks; Learn to service products covered under warranty; Provide general facility maintenance duties including mowing and snow removal; Ability to safely operate both forklift and outdoor tractor, in addition to lifting up to 85 lbs. Required skills include general business skills such as computer proficiency, data entry and review and use of common office equipment; Excellent computer skills, including MS Office, QuickBooks and web based applications. Professional customer service skills to effectively respond to information; Time management, organizational and multi-tasking skills necessary to work in a small office environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals; and Mechanical aptitude and interest. Competitive wage commensurate with experience. Forward cover letter and resume to: ontariowfd@co.ontario.ny.us

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>

Receptionist: Elm Manor Nursing Home, 210 North Main Street, Canandaigua. Part-time receptionist needed every weekend and holidays. Must be customer friendly, dependable, and have a working knowledge of computers. Hours are 10 am – 3 pm every weekend and holidays. Please apply in person.

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.

Restaurant Staff: Perri's Pizzeria, 2485 Rochester Road (Route 332), Canandaigua. Now Hiring all positions: Drivers, Pizza Makers, Fryer cooks & Front end. Afternoon & evening shifts are available. Pay is determined by experience. Please visit us IN PERSON to fill out a resume and meet with a manager.

Restaurant Shift Management: KFC in Geneva. Are you ready for something more? If you are tired of the same old job and want to really make an impact, come work for our fast-growth model company in a thriving environment with open-ended opportunity. The ideal candidate for the position will possess dedication to providing exceptional customer service and good communication skills. At least 1-year restaurant experience is preferred, along with a High School Diploma or GED. If you're qualified, please APPLY ONLINE at JOBS.KFC.COM to jump start your next career move!

Retail: Lowes in Canandaigua is hiring! **Full-Time Millwork/Lumber; Full-Time Electrical; Part-Time Sales, Customer Service, Receiver, and Stock/Facilities Clerk.** For more information and to apply online visit: <https://jobs.lowes.com/>. Select "Canandaigua, NY" for City/State.

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

Retails: Wegmans in Canandaigua is hiring! Positions available in: Seafood, Frozen Foods and Deli. Positions available in our Geneva store: Deli and Produce. Apply online at www.wegmans.com

Retail: Von Maur at Eastview Mall is hiring Full Time, Part Time, and Seasonal Positions. Positions currently open at Von Maur: Department Manager, Sales Associate, Gift Wrapping, and Shoes. 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/>

Retail Store Managers: Hickory Farms, Victor. Currently seeking Store Managers at the Eastview Mall to create the memorable retail experience that defines the Hickory Farms tradition of quality and excellence. As a part of our team, you will be an integral part of preserving beloved holiday traditions and crafting new ones through promoting high quality food products and gift sets. Requirements: High school diploma or GED, strong successful background in retail sales management., excellent teamwork and interpersonal communication skills, ability to work required shifts and store open hours from October through December 2017 with the flexibility to visit the holiday store on short notice and at off-hours (including nights and weekends), ability to lift 25-35 pounds, kneel down, and stand for long periods of time, reliable transportation, and a passion for people and loyalty to the brand. \$14.00 hour. Apply online at: hfseasonal.jobs.com

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, 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>

School Bus Drivers/Building Maintenance Mechanic: Naples Central School. Hiring a full-time **Building Maintenance Mechanic** with either one year of experience as a journeyman plumber or HVAC Technician, or four years' experience in either plumbing, electrical, or HVAC graduate from accredited two-year school. Must have valid NYS operator's license. Hiring full-time **School Bus Drivers** and Substitute drivers. Must have CDL license with P&S endorsement, or the willingness to train and obtain a CDL license. Applications available online at: <http://www.naplescscd.org>. Please submit application by November 28th to: Naples Central School, 136 North Main St., Naples, NY 14512; Attn: Chad Hunt, Director of Facilities & Transportation.

Seasonal Help: Create A Scape, 6162 Route 96, Farmington. Now hiring snow plow truck drivers, loader operators, and sidewalk crew technicians. Send email to: careers@createascape.biz or apply online at: www.createascape.biz

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>

Store Associate: ALDI, 3138 County Road 10, Canandaigua. Hiring staff to perform multiple duties including cashiering and stocking. Must be able to lift up to 45 pounds, multitask, and have excellent customer service skills. Pay starts at \$12.30/hour with medical and vacation benefits. Please apply in person.

Title Clerk: Victor Chevrolet, Victor. Looking for a Title Clerk for our dealership with flexibility to work evenings, weekends, and some holidays to assist Office Management. Duties include processing all trade-in and purchase DMV documentations, call banks for payoff titles, keep records of wholesale titles due, keep vehicle inventories, and interact with DMV personnel. Must be a team player, dependable, and proficient with Microsoft Word and Excel. Must have 1-year experience as an automotive title clerk. Apply online at: <http://www.victorchevrolet.com/employment>

Warehouse/Driver: Pacemaker Steel & Piping, 7 West Avenue, Manchester. Central New York's premier metals distributor is looking for qualified applicants to enhance its warehouse and fleet team. Must have a clean CDL Class B (Class A preferred). Must be physically able to perform heavy physical labor. Benefits include medical, profit sharing, paid vacation, no weekends or overnights. Please apply in person or call (585) 289-3057, ext. 4223.

YMCA, Canandaigua: Cash hiring bonus and membership/program discounts for the following: **Evening Cleaner** – Thursday, Friday, & Sunday; **Certified Lifeguards;** **Lead Teacher for School Age Child Care** in Canandaigua; **Front Desk Receptionist** (full-time).
Apply online at: <http://www.canandaigua-ymca.org>

**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  **AmericanJobCenter** 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

<u>Exam Title</u>	<u>Last Filing Date</u>	<u>Exam Date</u>
Audio-Visual Assistant	12/6/2017	1/20/2018
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
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
Motor Equipment Operator I
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.**

PeopleReady **Immediate Openings!**

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

People Ready will be accepting applications
on

Tuesday, November 28th

10:00 am-12:00 pm

at

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



Coastal Staffing is hiring
Machine Operators
in Bloomfield

Apply in person

Ontario County
Workforce Development
3010 County Complex Drive
Canandaigua

Wednesday, November 29th
1:00 – 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

Adecco

has immediate openings!

**Multiple manufacturing
positions available locally**

**Adecco will be accepting applications and
interviewing on**

Tuesday, December 5

10:00 am - 12:00 pm

at

**Ontario County
Workforce Development**

**3010 County Complex Drive,
Canandaigua**



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**

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

December 2017

Calendar of Events

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


Monday	Tuesday	Wednesday	Thursday	Friday
Nov. 27 Career Club: 9 – 11 am	Nov. 28 People Ready: 10 am – 12 pm	Nov. 29 Coastal Staffing: 1 – 2:30 pm	Nov. 30	1
4 Career Club: 9 – 11 am	5 Adecco: 10 am – 12 pm	6 ACCESS VR: 1:30–2:30 pm	7	8
11 Career Club: 9 – 11 am	12 People Ready: 10 am – 12 pm	13	14	15
18 Career Club: 9 – 11 am	19	20 ACCESS VR: 1:30–2:30 pm	21	22
25 	26 People Ready: 10 am – 12 pm	27	28	29

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 2nd floor, Room 4. Phone: (315) 789-0191

CAREER CLUB: Join us every Monday at 9:00am on 2nd 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 Open Recruitment Hillside 10am – Noon Career Club (Canandaigua) 9 - 11 am Interviewing Techniques 2 - 3:30 pm	7 Open Recruitment 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 Social Media 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 Effective Resumes 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 Navigating the Civil Service System 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

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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)