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Yates County Job Leads January 8, 2018

AUTOMOTIVE/DRIVERS

Motor and Walk Route Carriers (Penn Yan, NY)

- Motor and walk route carriers needed to deliver the Chronicle Ad-Viser. Once a week, no collecting, excellent earnings. Must have dependable, insured vehicle. Either Saturday or Sunday. If interested, please fill out the form in the Chronicle Express and mail to: Chronicle Ad-Viser, 138 Main St., Penn Yan, NY 14527. Chronicle Express 12/13/17

Newspaper Delivery (Watkins Glen, NY)

- If you would like to pick up some extra dollars on Wednesdays, this job may be right for you. Each Wednesday, deliver newspapers to Schuyler County stores using your vehicle. 10:30-2:30pm. \$12 per hour plus mileage. Call 607-243-7600. Dundee Observer 12/13/17

Substitute Van Driver (Penn Yan, NY)

- Pro Action of Steuben and Yates, Inc., is seeking applicants for Substitute Van Drivers for our Yates County Office for the Aging Senior Transportation Program. This position entails transporting senior citizens to and from appointments within Yates and surrounding counties. Applicants must have reliable transportation and a COMMERCIAL DRIVER'S LICENSE meeting agency standards as well as the flexibility to work on an as-needed basis. Interested applicants please send a letter of interest and resume to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: Jobs@proactioninc.org OSOS 1/8/17

Head Bus Driver (Penn Yan, NY)

- The work involves responsibility for the safe and efficient operation of buses in a school district transportation system. A Head Bus Driver may supervise Bus Drivers, Bus Monitors and Bus Mechanics. Supervision is exercised over the work of Bus Drivers, Bus Monitors and/or Bus Mechanics by observation and reports. The work is performed under the general supervision of a Transportation Supervisor (or similar title), a school business official, or designee in accordance with established policies and procedures. Does related work as required. For a full description and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Deadline 1/15/18. Workforce Development 1/8/18

Driving Positions (Penn Yan, NY)

- Immediate driving positions driving for a non-emergency medical transportation company. Looking for skilled drivers with a clean license and at least 3 years driving experience to drive. Must have a class E license or be able to obtain one. Driver abstract needed to start. Per Diem positions also available- Give us your availability and we'll give you work! Apply in person at 246 East Elm, PY. Workforce Development 12/18/17

CUSTOMER SERVICE/SALES

Automotive Greeter (Penn Yan, NY)

- We are a family owned and operated dealership and enjoy an outstanding reputation in the community. Friendly Chrysler Dodge Jeep Ram looks after its employees with extensive benefits. We invest in our employees and their growth at the store. <https://sites.hireology.com/friendlychryslerdodgejeepram/> What we offer: Clean and professional work environment, 401(K), paid vacation opportunity, mentorship opportunities, promote from within culture, Medical and Dental Insurance, education reimbursement. Responsibilities: greet customers as they appear on the lot, answer initial questions from the customer, be the first and last impression of the dealership, connect customers with sales

representatives. Qualifications: friendly and customer service focused, reliable, able to multi-task and work under pressure, able to walk and stand for long periods of time as well as work outside, valid driver's license and able to drive both automatic and standard transmission vehicles, one year related experience and/or training; or equivalent combination of education and experience, ability to work hard with limited supervision, must be able to manage in a fast-paced work environment, knowledge of automobiles, positive attitude, high volume mentality, must be able to pass pre-employment screens. Apply at

<https://www.indeed.com/viewjob?jk=ac72d8daf5437426&l=penn+yan%2C+ny&tk=1c29jt0cca38v9js&from=web>

Indeed 12/26/17

Sales Associate (Penn Yan, NY)

- The Sales Associate provides excellent customer service, follows company policies and procedures and sells products to individuals at Byrne Dairy retail stores. Full list of job responsibilities at

<https://www.indeed.com/viewjob?jk=def6b9f00b7a75ac&l=penn+yan%2C+ny&tk=1c134sik18hb64f&from=web>

Indeed 12/18/17

Sales Associate (Penn Yan, NY)

- Sales Associate, contract position. Job Description: Sell On-Air radio advertising. Draw up sales contracts. Communicate with advertising clients. Copywriting and other duties as needed. Experience: Previous sales experience required. Must have good writing skills to write Radio Ads. Basic computer knowledge. Job location: Towns in the greater Finger Lakes region. Pay: Commission only with room for advancement. Benefits: None. Hours per week: Set own hours. Duration: Full or Part-Time. Work Days M-F. Shift: 1st. Contact: admin@wylf.com. No phone calls please. WYLF 850 AM. OSOS 1/2/18

Detailer (Penn Yan, NY)

- The Part-Time Detailer is a part-time position that is responsible for merchandising Frito-Lay's complete line of quality products to existing accounts while driving your personal vehicle to a variety of store locations. Detailer hours vary based upon assigned route and average less than 20 hours per week. This includes weekend and holiday work. The Detailer position offers competitive base pay and a flexible schedule. Apply at

<https://my.jobs/7d931acbf95848db82f64ee257f415b3161>

OSOS 1/8/18

Customer Service Associate (Penn Yan, NY)

- Job Description: Models and delivers a distinctive and delightful customer experience. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Customer Experience: Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). Operations: Provides customers with courteous, friendly, fast, and efficient service. Recommends items for sale to customer and recommends trade-up and/or companion items. Registers customer purchases on assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed. Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records. Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader. Implements Company asset protection procedures to identify and minimize profit loss. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Constructs and maintains displays, including promotional, seasonal, super structures, and sale merchandise. Completes resets and revisions as directed. Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs. Has working knowledge of store systems and store equipment. Provides customer service in the photo area, including digital passport photo service, poster print and creative machine, suggestive sell of promotional photo products. Assumes web pick-up responsibilities (monitors orders in Picture Care Plus, fills orders (pick items), delivers orders to customers as they arrive at store). Assists with exterior and interior maintenance by ensuring clean, neat, orderly store condition and appearance. Complies with all company policies and procedures; maintains respectful relationships with coworkers. Completes special assignments and other tasks as assigned. Training & Personal Development: Attends training and completes PPLs requested by Manager or assigned by corporate.

<https://my.jobs/e2159fc4d85746e7a331b0f6b04e5b25161>

OSOS 1/8/18

Sales Associate (Penn Yan, NY)

- Dollar General is looking to hire a Sales Associate. The Sales Associate will act as the point of contact for customers, assist in setting and maintaining plan-o-grams and programs, stock merchandise adequately, and perform other duties as necessary

to maximize profitability, customer satisfaction, and teamwork while protecting company assets. To see a list of essential functions and qualifications and to apply visit <https://retail-dollargeneral.icims.com/jobs/85782/sales-associate-in-penn-yan%2c-ny/job?hub=12>

OSOS 1/8/18

EDUCATION/SCHOOLS

Substitute Positions (Dundee, NY)

- The Dundee Central School is continually recruiting substitutes for the following positions: Teacher, Teacher Aide, Bus Driver, Cleaner, Food Service Helper, Office Assistant I, LPN/RN. Please apply online or with Yates County Civil Service. Applications can be sent to: Kelly Houck, Superintendent, 55 Water St., Dundee, NY 14837. Dundee Observer 12/13/17

Athletics Specialist (Penn Yan, NY)

- Under direction of the Program Director, the Athletics Specialist is responsible for implementation of various sports programs. The Athletics Specialist must supervise programming in both traditional and day camp programs. Supervises all program staff. Works with Program Director and Staffing Director to make sure scheduling priorities are communicated to campers and staff. The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed. For a complete list of responsibilities and qualifications and to apply, please visit <https://www.indeed.com/viewjob?jk=e44892a24cedbcfb&l=penn+yan%2C+ny&tk=1c1349de4185i2hs&from=web>

Indeed 12/11/17

Teacher Aides (Dundee, NY)

- DUTIES AND QUALIFICATIONS: Applicants are expected to monitor behavior, attend to student comfort and safety and assist students on school grounds, in the school building and in transit on school vehicles (as needed), as well as helping teachers in the educational setting by assisting with routine classroom tasks and chores. Candidates must be in good physical condition, have good interpersonal and communication skills and be able to foster positive relationships with students and co-workers and be able to establish and maintain student respect and discipline. Candidates must successfully pass a physical performance test as a condition of hire. \$10.40/hr. Applicants wishing to be considered for this position must call the Business Office at (607) 243-5533 ext. 7703 or send an email to mlawson@dundeecs.org and request to be placed on the roster of applicants for consideration on or before the application deadline. Applications available at <https://mycivilservice.yatescounty.org/jobopps>. Deadline 11/25/18. Workforce Development 1/8/18

Multiple Positions- Keuka College (Keuka Park, NY)

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search Workforce Development 1/2/18

HEALTHCARE/HUMAN SERVICE

Clinic Therapists, Mobile Mental Health Therapist & Substance Abuse Counselor (Bath, NY)

- We are recruiting for one Clinic Therapist, one Mobile Mental Health Therapist, and one Substance Abuse Counselor in collaboration with the Steuben County Mental Health Program in Bath. These exciting positions will make a difference in the community, enabling adults, children and youth to acquire the services, supports, and skillset they need to function more cohesively in the community. All positions are full time, Monday through Friday 8:30-5pm, with the Clinic Therapist and Substance Abuse Counselor also working one evening a week.
 - The **Clinic Therapist** is responsible for intake assessments, conducting individual, group and family therapy, providing crisis services, making diagnostic determinations and developing treatment plans as well as other necessary documentation. The Clinic Therapist will interface the local providers and provide linkages to services as needed.
 - The **Mobile Mental Health Therapist** will work with a team to provide crisis intervention services in the office and community, develop and maintain accurate records, reports, billing, treatment plans, and progress notes. Provide linkage and referrals as deemed appropriate and provide on-call coverage and other duties assigned.

Both the Clinical Therapist and the Mobile Mental Health Therapist require a Master's degree in Social Work or in Mental Health Counseling from a program approved by NYS Education Department is required, with a NYSED professional license as a LMSW, LCSW or LMHC. Experience in working within a multidisciplinary team and a working knowledge and understanding mental health diagnoses preferred.

- The **Substance Abuse Counselor** works in a medically supervised outpatient program and is responsible for completing substance abuse assessments and evaluations, diagnosing substance abuse disorders, conducting individual counseling and group facilitation. They will perform case management services and will interface with other behavioral health providers and provide referrals as needed. Qualified candidates will possess at least an Associate's degree and NYS Certified Alcoholism & Substance Abuse Counselor (CASAC) credential or NYS Registered Professional Nurse with a working knowledge and understanding of substance abuse and mental health diagnoses is preferred.

To pursue this opportunity: Complete your application online at www.pathwaysforyou.org and forward your resume/letter of interest to: hr@pathwaysforyou.org. 607-937-4552.

Dundee Observer 1/3/17

Certified PCA or HHA (Montour Falls, NY)

- Offering a \$1,000 sign-on bonus and an enhanced employee benefit package. Full time position available, assisting residents with personal care needs. All services provided in one location, no travel or heavy lifting required. Please send resume or apply at The Falls Home, 117 Schuyler St., Montour Falls.

Dundee Observer 12/20/17

LPN (Montour Falls, NY)

- Offering a \$1,000 sign-on bonus and an enhanced employee benefit package. New wage rate for LPNs. Full time positions available. Supervisory and medication experience preferred but not required. Please send resume or apply at The Falls Home, 117 Schuyler St., Montour Falls.

Dundee Observer 12/20/17

Direct Support Professional (Geneva, NY)

- Direct Support Professionals: Lochland School is hiring for full time and part time staff to work with residents to ensure their safety and encourage independence in activities of daily living. Applicants will be required to possess a high school diploma or GED and a valid driver's license. Please contact Julie Chiccino at 315-789-5208, 1065 Lochland Rd., Geneva, or online applications available at our website at www.lochlandinc.org. \$300.00 Sign on Bonus after 6 months of successful employment.

Craigslist post ID: 6446235051 1/3/17

Dental Assistant (Canandaigua, NY)

- Our dynamic and growing dental practice located in historic Canandaigua, NY is seeking an energetic, friendly, organized, self-motivated, and responsible dental assistant with at least 1 - 2+ years of experience. Our new team member should be professional with an excellent attitude and communication skills. Main responsibilities include:
 - Comfortable in all aspects of Dentistry
 - Prepares the operatory, applies protective barriers and procure instruments, lab cases and other necessary materials for the patient visit
 - Chair-side assistance by maintaining clear field of operation,
 - Sterilizes instruments utilized in the dental office
 - Knowledge of front desk duties to schedule appointments and be familiar with processing of the billing and insurance claims
 - Participate in all Dental Center improvements geared towards operational excellence
 - Experience using Eaglesoft Dental Software is desired
 - All other duties assigned by Practice Manager

Craigslist post ID: 6434702687 12/22/17

Personal Care Attendant (Penn Yan-Geneva)

- We are searching for someone to care for our adult son who has severe limitations. We are looking for someone who is caring and compassionate, who can work a set schedule, plus fill in when needed. This person must be responsible, reliable, and able to work weekends. If you are that person, please contact me for more information and to schedule an interview. Reliable transportation is necessary, located between Penn Yan and Geneva. Employment is with Companion Care of Rochester (CCOR). Annual Health Assessment and PPD are required. PLEASE SERIOUS INQUIRIES ONLY.

Craigslist post ID: 6426194992 12/15/17

Caregivers (Penn Yan)

- Comfort Keepers is in need of hiring compassionate and motivated individuals who are interested in becoming caregivers for the elderly. Comfort Keepers provides in-home companion care that helps seniors and disabled adults to remain safe in

their community for as long as possible. Currently looking to hire in the Penn Yan, NY area! All Hours Needed! Eligibility requirements include:

- Must be 18 years or older
- Experience with elderly (personal or professional)
- Reliable and Trustworthy
- Valid Driver's License
- Reliable Vehicle
- Clean Background Check
- No certifications or medical background necessary!

Apply Online Today! <https://ck476.ersp.biz/employment/index.cfm> or Send Resume & Cover Letter to Briellewirth@comfortkeepers.com.

Craigslist post ID: 6424983680 12/14/17

Dental Assistant (Geneva, NY)

- Dental Assistant. Full time position available for motivated individual looking to be a team player. Busy Geneva Dental office seeking enthusiastic person to assist Doctor chair side. Experience needed. Send resume and references.

Craigslist post ID: 6424668771 12/13/17

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

- **Patient Service Representative-** A friendly greeting can make a patients' day. Are you a morning person with a positive attitude? Do you have strong organizational skills? Is multi-tasking your middle name? As a Patient Service Representative, you are often the first person a patient sees upon walking in, which can impact their medical visit-and we want all our patients to have a positive experience. As a Patient Service Representative, you have the important job to collect patients' personal information used by our clinical and support staff to provide the very best of care. You will need to be cool under pressure while accomplishing multiple tasks including checking patients in and out, and answering our phones. This all happens with a smile! A Patient Service Representative is a vital part of Finger Lakes Community Health-one of the fastest growing health centers in New York State. With eight health centers and over 25,000 patients, we provide primary care, dental and behavioral health services. If you would like to be "the face of Finger Lakes Community Health" and have the following additional qualifications, we encourage you to apply. This position will work at both our Penn Yan and Dundee locations. Let's talk!

To apply, please visit <https://www.flchealth.org>.

OSOS 1/8/18

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

- Ambulance Driver
- Biomed Tech I
- Biomed Tech II
- Certified Nurse Aide Training Program
- Critical Care Tech
- ED Crisis Evaluator
- EMT Basic
- Food Service- Nutritional Services Aide
- Food Services Supervisor
- In-Patient Counselor
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Nurse Manager- LTC
- Nursing Assistant/Unit Clerk
- Paramedic/ Critical Care EMT
- Pharmacy Tech II
- Physical Therapy Assistant
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Cardiac Rehab Nurse
- Sonographer

For a more detailed description and to apply for any of the jobs listed above, please visit

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm

Workforce Development 1/8/18

Arc of Yates- Multiple Positions (Penn Yan, NY)

- Direct Support Professional- Substitute
- Direct Support Professional- Community Support Services
- School Nurse- Keuka Lake School
- Center for Lifelong Learning Direct Support Professional
- AR- Medical Billing Specialist
- Print Shop Coordinator
- Residential Direct Support Professional

For more details and to apply for any of the jobs listed above, please visit <http://www.arcofyates.org/Work-With-Us>

Workforce Development 1/8/18

Direct Support Professional (Penn Yan, NY)

- Catholic Charities Community Services is hiring Direct Support Professionals. The Direct Support Professional will provide support and instruction in activities necessary to promote and maintain independence and self-determination for individuals with intellectual/developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. Qualifications: High school diploma or equivalent, one year practical experience working with individuals with developmental disabilities preferred. Please apply at <https://www.cccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/3-dd-dsp-res-py-lyons-sdd12-13>

Workforce Development 12/11/17

HOSPITALITY/RESTAURANT

Cook (Penn Yan, NY)

- Skyline Trading Post is seeking a full or part time cook. Must be friendly, outgoing, reliable and work well with others. No experienced required, we will train the right person. Must have flexible availability, as we are open from 6 am to 9 pm. Stop in and fill out an application! 3103 Skyline Drive, Penn Yan. Craigslist post ID: 6431171891 12/19/17

Housekeeper (Penn Yan, NY)

- Maintains clean guest and public areas at all times. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For a full description and to apply, please visit <https://www.indeed.com/viewjob?jk=70c2a210d587b8bd&l=penn+yan%2C+ny&tk=1c2rso7f9a1ou9e7&from=web>

Indeed 1/2/18

Front Desk Agent (Penn Yan, NY)

- Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. For a full description and to apply, please visit <https://www.indeed.com/viewjob?jk=a4254a2c0d5f9fc1&l=penn+yan%2C+ny&tk=1c2rso7f9a1ou9e7&from=web>

Indeed 1/2/18

Night Auditor (Penn Yan, NY)

- Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. For a full description and to apply, please visit <https://www.indeed.com/viewjob?jk=7305ee9fb22cf246&l=penn+yan%2C+ny&tk=1c2rstccda1oud9a&from=web>

Indeed 1/2/18

Breakfast Attendant (Penn Yan, NY)

- Responsible for: offering prompt and courteous service so the guests have an enjoyable experience. Maintain the cleanliness and guest ready appearance of outlet. For a full description and to apply, please visit <https://www.indeed.com/viewjob?jk=968322c74ba5d07a&l=penn+yan%2C+ny&tk=1c2rstccda1oud9a&from=web>

Indeed 1/2/18

Kitchen Staff (Penn Yan, NY)

- Under direction of the Director of Operations, the Kitchen Staff is responsible for working with the Cooks, Dining Hall Coordinator and other Camp Cory Staff to assure that meals are presented to the camp community in a timely, appealing, healthy and appropriate manner. The Kitchen Staff will ensure that the kitchen is clean, well-supplied and runs efficiently.

The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed. For a full list of responsibilities and qualifications and to apply, please visit

<https://www.indeed.com/viewjob?jk=6a8179691918eeeb&l=penn+yan%2C+ny&tk=1c1349de4185i2hs&from=web>

Indeed 12/11/17

Dining Hall Coordinator (Penn Yan, NY)

- Under direction of the Program Director, the Dining Hall Coordinator is responsible for supervision of the dining hall including mealtime coordination and sustainability education. Works with Program Director and Staffing Director to make sure scheduling priorities are communicated to campers and staff. The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed. For a full list of responsibilities and qualifications and to apply, visit

<https://www.indeed.com/viewjob?jk=485e465f74a647a3&l=penn+yan%2C+ny&tk=1c133r03c185i4mn&from=web>

Indeed 12/11/17

Utility Worker/Dishwasher (Keuka Park, NY)

- Assist with cleaning the kitchen and maintaining a sanitary work area, wash dishes, glassware, flatware, pots and/or pans using dishwashers or by hand, ensure all kitchen work areas, equipment and utensils are clean, professional and in an orderly condition at all times, place clean dishes, utensils and cooking equipment in proper storage areas, ensure the workspace meets or exceeds all established sanitation and safety standards, request supplies and equipment needed for cleaning and dishwashing duties, perform other duties required as needed. Job Requirements: Previous dishwashing experience preferred, superior customer service standards, ability to maintain a safe work environment, ability to multitask and work in a fast paced environment, knowledge of, or ability to learn, standard cleaning methods and equipment used in dishwashing work, ability to understand and carry out oral and written instructions, ability to exert continuous physical effort including frequent bending, walking and heavy lifting, excellent interpersonal skills for communicating with fellow team members and customers. Benefits: AVI is proud of its team members and appreciates the hard work, loyalty and committed service they provide every day and we offer the following: Immense training and growth opportunities, a family culture and atmosphere, competitive compensation, Health, Dental, Vision, and Life Insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays. We conduct pre-employment drug testing.

<https://my.jobs/a72ab795bd7b45eea6eb65a8fb7afdcf161>

OSOS 1/8/18

LABOR/AGRICULTURAL

General Contractor (Penn Yan, NY)

- Keuka Housing Council, Inc. is seeking general construction contractors for a variety of home improvement projects. Minority and women owned contractors are urged to participate. Must be EPA certified, carry liability insurance and workers comp insurance. Call Shawn Blauvelt at 315-536-8707 Ext 5 for more information. Dundee Observer 1/3/17

Various Positions- Document Reprocessors (Penn Yan, NY)

- Document Reprocessors at 26 Powell Lane, Penn Yan, has immediate openings for personnel willing to fill various positions. These openings could include light industrial and general labor, data entry, office bookkeeping and other clerical computer applications. Those interested should call Ron Davis at 585-259-4922. Chronicle Express 12/20/17

Help with Dogs (Penn Yan, NY)

- Help wanted with dogs. Part time, very flexible hours. Must have experience handling and cleaning dogs plus love and enjoy them. Must be honest, dependable, and have interest in growing business. Reply to miamonter@yahoo.com

Chronicle Express 12/13/17

Cellar Assistant (Geneva, NY)

- Ventosa Vineyards, located in Geneva, NY, is looking for a part-time cellar assistant with full-time consideration to the right candidate. Regardless, the position will be over full-time during harvest season (potentially 60 hours or more/week between late August and late November). We are a small estate winery (avg. 3500 cases/year) and specialize in big dry reds. The cellar assistant will report to and work side-by-side with the winemaker and occasionally the vineyard manager. Production generally takes place during the weekday with occasional weekend availability. The hours are very flexible except for on bottling days and during harvest, and time can be negotiated with the winemaker on a weekly basis if desired unless full-time status is granted. Duties: Bottling, cleaning equipment, tanks, and overall area, managing barrels (topping off, sulfuring, racking, filling, cleaning, etc.), using an impeller pump, making additions to wine, racking and filling tanks, monitoring fermentations, conducting lab analyses for QA/QC, operating a forklift, skid steer, tractor, and carts, and, of

course, duties as assigned. As a small operation, we must jump in where we are needed. Qualifications: No prior experience or education is required as this is an entry level position. Will train the right candidate. Helpful skills to have are general handiness, mathematical proficiency (mainly with conversions), and exceptional attention to detail. Pay: \$10.40/hour. The position is exempt from over-time. This is an excellent opportunity for someone who is looking to be introduced to the wine industry and has a flexible schedule. A resume is required but references are not necessary unless requested. Thank you for your interest and we hope to hear from you!
Craigslist post ID: 6447782323 1/4/17

Kennel Attendant (Phelps, NY)

- We are seeking a Kennel Attendant position at Phelps Veterinary Hospital, to join our team to care for our boarding pets, help with our medical patients, and help keep our facilities clean. We are looking for candidates who love animals unconditionally and are committed to our mission of providing the absolute best care for our patients. This position requires physical activities, so candidates must be able to lift at least 50 pounds. This is a part-time position evening hours and variable weekend hours.
Craigslist post ID: 6441646946 12/29/17

Recycling Sorters (Stanley, NY)

- No experience? No Problem! First shift positions (6am -- 2:30pm) available immediately. No experience necessary. Pay rate 10.50 per hour. Please call at 585-393-9250 to get started!
Craigslist post ID: 6425249877 12/14/17

Maintenance (Penn Yan, NY)

- Performs repairs and preventative maintenance work to ensure the hotel maintenance quality standards are achieved and maintained. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For a full description or to apply, please visit <https://www.indeed.com/viewjob?jk=fdfe84991a7b095b&l=penn+yan%2C+ny&tk=1c2rstccda1oud9a&from=web>

Indeed 1/2/18

Tent Installation Crew Supervisor (Bath, NY)

- Locally and family owned equipment and party rental business. Tent supervisor for Bath and Corning stores. Installation and tear down of tents, tables, chairs etc. Great atmosphere and exciting career choice. Full time position with possible performance bonuses and overtime opportunity's. Pay range per hour based on experience and qualifications.

Responsibilities and Duties

- Assisting customers in person and on the phone
- Basic computer skills (Microsoft excel and word) POS
- Supervisor experience (4 year minimum)
- Leading a work crew
- Maintaining a positive work environment
- Maintaining, organizing and cleaning party equipment and warehouses

Qualifications and Skills

- Basic computer skills (Microsoft excel and word) POS
- Supervisor experience (4 year minimum)
- Leading a work crew
- Valid New York state drivers license (CDL a plus)

Successful candidate will be a good team player and self-starter as well as being personable, friendly, professional, efficient and dependable. A strong and positive supervisor/leader. Apply at https://www.indeed.com/cmp/Pinnacle-Rental-Centers/jobs/Tent-Instalation-Crew-Supervisor-bc5ee81a404ec15e?sdu=QwrRXKrqZ3CNX5W-O9jEvVqu3N8QTJkXViUtEE2lzXBe0bzIKNUFW_QGT7lYqZs7snEcZpJ7WVqCUw0knaZa6Ps_qD94l39HpaWNWGuHXw&tk=1c29jt0cca38v9js

Indeed 12/26/17

Building Inspector (Geneva, NY)

- City of Geneva Department has one (1) current vacancy. Appointment provisional, pending Civil Service Exam. Candidate must be legal resident of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne or Yates County for at least one (1) month immediately preceding examination date(exam date not established yet). Refer to job description for full minimum qualifications and details of position available on <http://cityofgenevany.com/jobs-and-personnel/available-positions/>

Indeed 12/26/17

Dealership Lot Attendant (Geneva, NY)

- Wash and clean vehicles on the lot as well as the vehicles that are sold. Keep the lot presentable by maintaining rows and organizing new vehicles from used vehicles. Lot Attendants are key to presenting a Beautiful New or Used Vehicle to Customers day of Purchase, as well as keeping the Lot in order. Responsibilities:

- Spotting Sold Vehicles (Thorough cleaning inside and out)
- Cleaning Lot Vehicles
- Maintaining the Lot
- Organizing rows of vehicles between New and Used
- Stay and act professional in front of Customers and Coworkers
- Work with any or all departments of the dealership when needed
- looking over new vehicles and inspecting to ensure they are undamaged
- Snow Removal During Snowstorms (Unless the Dealership is closed during)

Qualifications:

- 18 years or older
- Must Have a Driver's License
- Must have a clean Driver's Record for Insurance Reasons
- Must be able to work and coordinate as a team with other lot attendants
- Can Drive Manual Transmission
- Good Work Ethics and Consistency
- Must be dependable

Apply at <https://www.indeed.com/viewjob?jk=5386446fd646811f&l=penn+yan%2C+ny&tk=1c29kf1fs41skf7p&from=web>

Indeed 12/26/17

Custodian/Freight Associate (Penn Yan, NY)

- OBJECTIVE: Depending on your location your responsibilities will be ensuring merchandise is processed in a timely manner and/or ensuring store is cleaned and maintained on a regular schedule.
- RESPONSIBILITIES:
- Alert management when shipments arrive and accompany management in receiving/unloading freight. Prepare receiving area.
 - Assist management with scanning in all freight on the Palm Pilot and identify damaged/tampered boxes.
 - Assist freight carrier driver with properly staging cartons by colored label.
 - Stage and sort merchandise.
 - Determine with store management what merchandise is a priority to be processed.
 - Perform merchandise processing techniques (i.e., batch processing, speed hanging, flip and clip)
 - Relay merchandise to the sales floor based upon store management direction and the Twenty Minute Rule.
 - Pick up hangers/sensors tags from cash wraps as needed.
 - Remove sensor tags received on Store-to-Store Transfers that are inappropriate for store.
 - Process outgoing Store-To-Store Transfers, Recalls and Damages.
 - The receiving associate must achieve company merchandise processing standards by completing 10 cartons per hour.
 - Aid management in moving fixtures and other floor moves when needed.
 - Help assemble or breakdown new/old fixtures as needed.
 - Aid in hanging outside banners or in-store signs.
 - Vacuum and spot-clean carpet.
 - Clean restrooms, store entrance, associate break room, Team-One area and fitting rooms, Trash pickup/disposal outside.
 - Sweep and mop floors where and when appropriate.
 - Dust in high, out of reach areas.
 - Replace light bulbs as needed. Identify ballasts in need of repair to management.
 - Maintain and organize sign holders/signs.
 - Maintain cleaning supply dock.
 - Clean all interior/exterior glass and windows.
 - Check exterior sidewalk for cleanliness daily.
 - Schedule- The start time for the Custodian associate is generally one hour prior to store opening. The Custodian is to vacuum and perform other major cleaning before customers begin entering the store.
 - Aid in hanging outside banners and in-store signs. Apply at:
https://wfa.kronostm.com/index.jsp?LOCATION_ID=51516915273&locale=en_US&applicationName=SpecialtyRetailersNonReqExt&SEQ=postingLocationDetails&POSTING_ID=46224062527&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeedcom

Indeed 12/26/17

Property Maintenance (Hammondsport, NY)

- Now looking for an exceptional associate to fill the role of facilities manager at this premier hotel located at: 8440 State Route 54, Hammondsport, NY 14840. SUMMARY: Directs activities in operating and maintaining facilities and equipment in

the hotel such as by performing the following duties personally. For duties and qualifications and to apply, visit <https://www.indeed.com/cmp/The-Hammondsport-Hotel-Best-Western-Plus/jobs/Property-Maintenance-1493882d9e82f8e3>

Indeed 12/11/17

Environmental Svc Attnd (Keuka Park, NY)

- The Environmental Svc Attnd may work in any location on client premises. This individual cleans and keeps in an orderly condition facilities or locations in the areas of commercial, health care, schools, universities or other establishments. These responsibilities may differ among accounts, depending on business necessities, client requirements and applicable industry standards. For a full description and to apply, visit <https://my.jobs/166c8340efbc4a7a9dfc4583d99d3060161> OSOS 1/8/18

Building Maintenance Worker (Penn Yan, NY)

- The work involves responsibility for performing a variety of mechanical and other building maintenance, repair and construction related tasks which may be performed indoors and outdoors under adverse working conditions. Although a working knowledge of one or more trades is necessary, the incumbent does not normally utilize the more skilled journey-level techniques for any considerable portion of time. The work may involve the part-time operation of a truck, automobile or other automotive equipment. The work is performed under direct or general supervision, depending upon the nature of the tasks. Does related work as required. For a full description or to apply, visit <https://mycivilservice.yatescounty.org/jobopps>. Deadline 1/22/18. Workforce Development 1/8/18

Carpenter/Carpenter Helper (Penn Yan, NY)

- Help wanted: Carpenter/Carpenters helper needed. Pay based on experience. Based out of Penn Yan area but most of our projects are in Pittsford/Victor/Webster areas. Scope of work would include tile, hardwood flooring, decks, porches. Year round work. Call 585-314-0772 (Lake Country Homes) Facebook 1/3/18

OFFICE WORK/MANAGEMENT

Law Office Assistant (Penn Yan, NY)

- Must possess strong spelling, grammar and interpersonal skills; be attentive to details; and be proficient in Microsoft Office (Word, Excel, and Outlook). Reply to Box #590, c/o the Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 12/27/17

Office Person (Penn Yan, NY)

- Document Reprocessors at 26 Powell Lane, Penn Yan, is looking to hire an office person to work with QuickBooks, Excel programs, Word and billing. Those interested should call Ron Davis at 585-259-4922. Chronicle Express 12/20/17

Secretary (Penn Yan, NY)

- Penn Yan Church seeks part-time secretary. Basic computer skills needed. 3 days/week, 3 hours/day. \$20/hr. Call 315-694-2812. Chronicle Express 12/6/17

Part Time Administrative Assistant (Watkins Glen, NY)

- Watkins Glen church has a part-time (12 hours/week) Administrative Assistant position available. This position is responsible for providing administrative support to the pastor, staff, and church committees. Tasks include, but are not limited to, the following: prepare weekly bulletins, prepare and mail monthly newsletters, address mailings to congregation, answer phones and relay messages to appropriate person, maintain computer databases, coordinate volunteers to act as greeters, liturgists, and ushers. The position requires proficiency in the use of Microsoft Office and the ability to communicate clearly and professionally with the pastor, church officers and committee members, and members of the community. A complete position description will be reviewed with interviewees. Please submit a cover letter, resume, and three references. Applications will be accepted until 1/19/18. Craigslist post ID: 6448835004 1/5/18

Tax Return Preparer (Geneva, NY)

- Small CPA firm needs experienced tax return reviewer and preparer for busy season. Candidates should have at least 5 years' progressive experience with CPA firm or reputable tax return prep firm. Experience with Lacerte helpful. Must be able to work flexible schedule. Please submit resume if interested. Craigslist post ID: 6441524801 12/29/17

Membership Coordinator (Penn Yan, NY)

- Snap Fitness is seeking an energetic Membership Coordinator to join our team. The right candidate will have a passion for fitness; desire to motivate others, and a fun upbeat attitude. This is an incredible full-time position and an opportunity for you to join one of the fastest growing and most exciting fitness companies in the country!

Responsibilities:

- Membership & Personal Training Sales - Responsible for achieving sales goals established by leadership team.
- Club Management - Lead by example and motivate team members to bring their best every day
- Service Excellence - Provide members with the best equipment, guidance, and value-added services to help them achieve results.
- Member Engagement/Involvement - Communicate with members regularly to keep them informed and engaged.
- Marketing Outreach - Organize and conduct events to build community awareness and drive new memberships.
- Facility Excellence - Ensure that facility's equipment and cleanliness/tidiness consistently meet company standards.

Requirements:

- Strong communication skills
 - Ability to manage and motivate team members
 - Ability to work with clients from all walks of life
 - Desire for longevity
 - Previous sales experience is a plus
 - Applicant must be a fun and personable team player with a great sense of humor!
 - Must be very coachable
 - Must be able to instruct others on the Snap Fitness training techniques to help clients achieve their fitness goals
- At Snap Fitness, we like to promote from within. If you are ready to launch a career with real growth potential, then we encourage you to apply for this position! Apply at: <https://snapfitnesscareers.careerplug.com/jobs/672084/apps/new>

Indeed 12/11/17

County Historian (Penn Yan, NY)

- The work involves responsibility for collecting and preserving documents, maps, photographs and other materials relating to the history of Yates County. The work also includes responsibility for documenting the history of Yates County as it develops. Incumbents also do research writing and public speaking about Yates County and act as a resource for the general public on ethnic, religious, genealogical, archaeological or other related information. Work is performed under the general direction of the County Board of Legislators. Does related work as required. Monday - Friday 17.5 hours a week *Flexible work hours* TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects and preserves old documents, photographs and records; Answers questions and does research pertaining to the history of Yates County; Furnishes assistance to the public in search of historical information; Speaks about Yates County history before civil groups; Develops programs and educational projects in conjunction with area educational institutions and historical societies; Prepares genealogy tables of early settlers; Records current events for posterity; Writes grant proposals as needed; Scans and indexes various records; Prepares an annual report to the County Board; Performs other duties as assigned. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Yates County history; Ability to coordinate the work of various historical societies and other groups on particular projects; Ability to do historical research; Ability to speak before the public; Ability to prepare grant proposals; Ability to communicate effectively, both orally and in writing; Ability to make independent decisions; Ability to deal effectively with the public; Ability to operate computer equipment; Initiative; Tact; Courtesy; Physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: a) Graduation from high school or possession of a high school equivalency diploma; AND b) Experience in the research and collection of historical records. NOTE: Verifiable part time and/or volunteer experience will be prorated toward meeting full time experience requirements. To apply, please visit <https://mycivilservice.yatescounty.org/>. Deadline 2/28/18.

OSOS 1/8/18

SKILLED/MANUFACTURING

Packaging, Inspection, Production (Penn Yan, NY)

- Remedy Intelligent Staffing is hiring for Silgan Plastics. Packaging, Inspection, and Production. Enjoy a clean and safe work environment. Pay starting at \$11/hour. Stop in, give us a call, or apply online today! 315-781-6200.

Chronicle Express 12/27/17

Production Openings (Penn Yan, NY)

- We are looking for inspector packer production workers in the Penn Yan Area. We have openings on both day and night shifts. The position is inspecting and packaging plastic bottles as they come out of a machine. Fast-paced, repetitive work. Days 8am- 8pm, pay starts at \$11.30 an hour. Nights 8pm- 8am, pay starts at \$11.75 an hour. Days have 1- 30-minute lunch

break and 4- 15 minute breaks; all of which are paid. Nights have 2 -30 minute breaks and 2- 15 minute breaks; again, all of which are paid. All positions are contract to hire. Pay starts at \$11.30 (+ shift differential). Upon being hired directly with Silgan, pay goes up another \$1 with raises every 6 months. Perfect Attendance bonuses are offered as well. (\$100 per month for perfect attendance). HSD/GED is required. Drug screen is required. If interested, call or text with your name and "Penn Yan" to 585-412-8534. Craigslist post ID: 6445465965 1/2/17

Carpentry/Assembly (Penn Yan, NY)

- Remedy Intelligent Staffing is in search for Experienced individuals with Construction/Carpentry skills to work with one of our clients in the Large Part Assembly department of their manufacturing facility. Position is a 1st shift paying \$12.00/hr. with a well-respected family owned company in the Penn Yan Area. Responsibilities and Duties

- Erecting fiberglass walls and ceilings
- Laying of wooden floor and carpeting
- Use of hand/power tools to cut, sand, measure, etc., Wood, Metal and Fiberglass
- Installation of Stationary and Mechanical Fixtures
- Running of wire and cable

Qualifications and Skills

- High School Diploma/GED Required
- Must have reliable transportation
- Pre-Employment Qualification Drug Screen/Physical/Background
- Previous experience with hand/power tools a plus
- Previous Carpentry/Construction experience a plus

Apply at https://www.indeed.com/cmp/Remedy-Intelligent-Staffing/jobs/Carpentry-Assembly-83303103a31b5db7?sldu=QwrRXKrqZ3CNX5W-09jEvXti1vWszjeYyDAmJzp6Q7OJ_1SCzExjMfNIJ8gsPMunTiyN-cON4zJKxjjLUKftw&tk=1c29kkv28a38vc3g

Indeed 12/26/17

Bus Assembly Production (Penn Yan, NY)

- Coach and Equipment in Penn Yan, NY is looking for qualified individuals that would like to start a career with a world class Bus Manufacturer. Coach and Equipment is located at 130 Horizon Park Drive right off route 14A. Qualified applicants must have: High school diploma or GED. Minimum 18 years of age. Willing to work independently in a fast-paced safe work environment. Willing to wear steel toe safety boots, ear protection and safety glasses at all times. Work either shift: 1st Shift 6am-2:30pm. 2nd Shift 2:30pm-11pm. Willing to work overtime when required. Able to use power tools safely and productively. Candidates must be willing to work as a temp for 90 days prior to being hired on fulltime employee. Positive working attitude. Focused on safety and the highest-level quality and detail. Skill sets we are looking for: Manufacturing experience, Construction experience. Ability to use a variety of hand tools. <https://www.indeed.com/cmp/Coach-and-Equipment-Mfg/jobs/Bus-Assembly-Production-Worker-424a9247b1ed4c97>

Indeed 12/18/17

Production Supervisor (Watkins Glen, NY)

- Cargill Salt is currently looking for a Production Supervisor at our Watkins Glen, NY location. This position will lead and develop direct reports, lead safety and process efficiency initiatives, manages a department budget, and manages capital and expense projects. The position is responsible for the general operations of a Packaging Department. This position is accountable for leading a team of 10-15 employees across all shifts. This position requires collaboration with other department supervisors, maintenance, quality, supply chain, customer service, and production team members to achieve goals. A high performer in this position will identify problems or bottlenecks in production processes and resolve issues; ensure production resources (including materials, equipment, and human resources) are available as needed to maintain product schedules; support continuous improvement goals in safety, quality, cost, and customer service. Required:
 - 4-year Degree in a related Engineering field OR equivalent practical experience
 - Supervisory experience, directly supervising and developing others
 - Must be able to work flexible hours, including some weekend work as assigned
 - Must have effective interpersonal communication skills, both verbal and written and maintain a positive attitude
 - Must have demonstrated decision-making and problem-solving skills
 - Strong computer skills including Microsoft Office (Word, Excel and PowerPoint)
 - Demonstrated skills of team building, conflict resolution, innovation and change within the workforce

To apply, visit: <https://cargill.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=WAT00164&src=JB-11960>

Indeed 12/11/17

Technical Service Engineer (Penn Yan, NY)

- The primary responsibility for this position is to develop optimized polishing performance data and technical sales presentations for next generation semiconductor polishing products, including ultra-fast oxide slurries and shallow trench isolation slurries, within the Surface Technology organization. This position is also serving as the key technical liaison between customers and Ferro. Ultra-fast oxide slurry is needed for the fabrication of new generation IC chips where vertical transistor integration scheme is utilized to maximize number of transistors. Required Qualifications: B.S. degree in science or engineering with extensive hands-on experience in chemical-mechanical planarization of semiconductor wafers and 5 years of experience in successful CMP process development, CMP data package development and product introduction at customers. Good fundamental understanding of polishing mechanism and chemistry is a plus. Apply at <https://my.jobs/c2cd4fcb26ee4a838b887286adebb3ab161>

OSOS 1/8/18

Inspector/Packer (Penn Yan, NY)

- Kelly Services currently has temp-to-hire Inspector/Packer openings at Silgan Plastic, a leading manufacturer that has defined the plastic bottle industry for more than 50 years. HURRY! TOUR / INTERVIEWS ARE COMING UP SOON! Don't wait. You need ample time to register and interview with Kelly first. SUMMARY These positions require candidates to hand pick plastic bottles off the line, inspect for defects, and then package the bottles. You will migrate between multiple lines to break up your day. DETAILS * Multiple spots available for 1st and 3rd shift - 1st 8:00AM - 8:00PM (\$11.30 per hour), 3rd 8:00PM - 8:00AM (\$11.75 per hour) * Rotating days off, but your working hours never change! Know your schedule months in advance * Pay increase if position goes permanent * Immediately eligible to apply for other openings * Eligible for permanent placement after 90 days * Lots of opportunities to grow and advance! * Excellent benefits after hired on permanently * \$100 bonus awarded monthly for perfect attendance * Industrial fans and blowers throughout the production floor * Music piped through the warehouse and production * Annual Steel Toe Shoe reimbursement * Overtime often available * Need a day off, but don't want to lose the pay? Try a shift trade! **Requirements** REQUIREMENTS * HS Diploma or GED * Ability to work as a team and individually * Strong attention to detail - Quality is a priority! * Previous manufacturing experience a plus, but not required If you want to fill out an application or to find out more information; please reply to this posting with your interest and resume. Apply at <https://my.jobs/dae8c1ad0de5421bafacc4f0620b824e161>

OSOS 1/8/18

Assembly Worker (Penn Yan, NY)

- Express Employment Professionals is currently looking for full time entry-level manufacturing workers for a client in Penn Yan. Previous assembly, welding, fabrication or electrical experience preferred. Associate must have strong attention to detail and be willing to work in a team. This is a temp-to-permanent position with a starting pay of \$12 an hour. This is a Monday-Friday position 6am-2:30pm. Interested candidates should contact Express Employment Professionals at (607) 936-0770 or apply online at www.expresspros.com/CorningNY

OSOS 1/2/18

Welder (Penn Yan, NY)

- Express Employment Professionals is currently looking for full time Welders for a client in Penn Yan. Previous Mig welding setup and operating experience preferred. Associate must have strong attention to detail and be willing to work in a team. This is a temp-to-permanent position with a starting pay of \$12 an hour. 1st Shift. Interested candidates should contact Express Employment Professionals at (607) 936-0770 or apply online at www.expresspros.com/CorningNY.

OSOS 1/2/18

Quality Lab Technician (Penn Yan, NY)

- Summary/General Job Description/Mission: 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. For a detailed description and specific job duties, please visit <https://my.jobs/0eba4e6158024ebab18009e9b2830909161>.

OSOS 12/4/17

KanPak- Multiple Positions (Penn Yan, NY)

- **Packer - Downline- F/T- 1st, 2nd, 3rd shift**
- **Quality Control Auditor- Line**
- **Blender Operator- 1st shift**
- **Maintenance Technician- 2nd, 3rd shift**
- **Machine Operator- All shifts**
- **Warehouse- Forklift Operator- 3rd shift**

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799>

Workforce Development 1/8/18

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: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>
 Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

January 2018

January 2018: 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. All events are held at the Workforce Development Office unless listed at the bottom of this calendar in the “Notes Section”.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year’s Day OFFICE CLOSED	2 Exempt Meeting: 11am	3 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	4 Personal Soft Skills: 9am-3pm	5	6
7	8 HSE: 9am-12pm JRT: 9:15am-12pm	9 Training Options: 1pm	10 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	11	12	13
14	15 Holiday OFFICE CLOSED	16 Jump Start: 1pm	17 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	18	19	20
21	22 HSE: 9am-12pm JRT: 9:15am-12pm	23	24 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	25	26	27
28	29 HSE: 9am-12pm JRT: 9:15am-12pm	30	31 HSE: 9am-12pm Life Skills: 1:30pm-3:30pm			
<p style="text-align: center;">*Notes: *HSE: High School Equivalency *Monthly Exemption Meetings: Held every 1st Tuesday of the month at Workforce Development.</p>						



Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456
 Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper References Counselors Available for Assistance