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Yates County Job Leads March 12, 2018

AUTOMOTIVE/DRIVERS

Counter/Driver (Penn Yan, NY)

- Full time position. Well-established local auto parts location is looking for a full time energetic person to work as a counter/driver in local market. Please send resume to: Box #592, c/o The Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 2/28/18

Truck Driver (Penn Yan, NY)

- Class A CDL. Local work/200-mile radius. Email resume to bodinetrucking@frontier.com or call 585-721-4691. Chronicle Express 2/21/18

Autobody Collision Tech (Geneva, NY)

- Busy shop seeking experienced automotive collision tech. Must have experience & own tools. We are a well-established shop, providing a clean, friendly work environment. Benefits and competitive pay. Please call to discuss. Call Geneva Coach Inc., ph.: 315-789-9809, ask for Todd. Craigslist post ID: 6526866260 3/11/18

Auto Tech (Geneva, NY)

- We are a 50-year-old, high volume shop. A family atmosphere, non-flat rate shop. Looking for a minimum B level tech. NYS inspector license needed. Any ASE certifications would be a plus. Wage and benefit package to be discussed. J-March Auto is a highly respected service facility with an outstanding community reputation. Apply in person or phone for interview. 315-789-9186. Craigslist post ID: 6519011241 3/5/18

Truck Driver (Penn Yan, NY)

- We are currently looking for an over the road driver. We mainly run the east coast. We do a range of different work from pulling refrigerated freight, dump trailer work, tanker, etc. If interested contact Chad at Last Chance Trucking @ 315-729-4355. Craigslist post ID: 6520922748 3/6/18

Auto Technician (Penn Yan, NY)

- We are looking for an experienced, highly motivated mechanic with a great attitude to come join our growing team. Offer competitive salary, retirement, and health insurance. Come put your application in today! 106 Horizon Park Dr. Penn Yan. Workforce Development 3/7/18

Taxi Driver (Penn Yan, NY)

- Keuka Taxi is expanding their team! Are you looking for a part-time or full-time job? Something with flexibility? Opportunities available with our fast-growing company! Must be available to alternate weekends with our current staff. Our company currently offers Medical Transport, On Demand Taxi, Wine Tours, Weddings, Concert Shuttles, Join in Wine Tours, and Airport Transportation. Join our team today! Stop in and see Teresa for an application at 246 East Elm Street, Penn Yan, NY! Workforce Development 3/5/18

CUSTOMER SERVICE/SALES

Part Time Sales (Penn Yan, NY)

- Local automotive firm is looking for a part time sales person to work 16-20 hours per week with flexible hours. Please send resume to Box #591, c/o the Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 2/28/18

Tasting Room Associate (Rock Stream, NY)

- Starting May 2018 - Training April 2018. Looking for a fun, high-energy environment to meet and work with new/friendly people this summer & fall? Earn extra money with a weekend job and learn about wine, hospitality, and sales while doing it! Barnstormer Winery is seeking an enthusiastic and hard-working Tasting Room Staff to help reach our goals in the 2018 season with our front of the house operations and high-end customer service. This position has great opportunity for growth in a young company. It is recommended candidates have some experience in hospitality and/or service, preferable a minimum of 1-year winery/wine experience. Those with past sales experience will also be strongly considered. Communication and a proactive personality (people person) are key functions for the job
 - Interacting with small and large groups of customers and managing traffic flow in the winery in a friendly, efficient manner with a focus on customer experiences
- -Exploring new ways to drive sales
 - Operating an IOS-based Point-of-Sale
 - Must be 21 or older and have reliable transportation
 - Tasting room organization, cleanliness, signage and displays
 - Must be responsible, flexible, energetic, able to prioritize properly, ambitious, willing to jump into any project or task, and above all, capable of helping a young winery and brand grow to its potential.
 - Must be able to lift 40+ pounds and have reliable transportation.
 - 6-20 hours per week, based on how busy the winery is throughout the seasons and how much work you're looking for,
 - Must be able to work most Saturdays. Please e-mail a cover letter and resume to Kyle Knapton. This is an hourly position with compensation DOE and tips. Applications will be reviewed and if you qualify, we will reach out to schedule an interview along with professional and character references. Please email or call with additional questions. Thank you!

Craigslist post ID: 6523291401 3/8/18

Wegmans- Multiple Positions (Canandaigua, NY)

- Wegmans is holding a hiring event March 20th at the Canandaigua location for our Canandaigua, Geneva, Newark and Perinton stores! At Wegmans, we recognize how important it is to provide the best service possible to our customers and take pride in going above and beyond to exceed customer expectations in all areas of the store. Whether answering customer questions, offering meal solutions or making sure products are stocked on our shelves; customer service team members perform every action with the highest standards in mind! Join us for a Hiring Event: for our Canandaigua, Geneva, Newark and Perinton stores! Tuesday March 20th from 3pm-6pm at our Canandaigua store, 345 Eastern Blvd, Canandaigua, NY. Work Environment:
 - Work involves continuous interactions with customers and co-workers in a fast-paced environment
 - Will be required to spend the majority of time on his or her feet and stand or walk without a break for up to 4 hours
 - May be exposed to various allergens
 - Specific motions, weight lifting requirements and temperature conditions will vary by department
 - Perishable and Prepared Foods departments require proper and safe handling of knives and other cooking or baking utensils and equipment
 - In order to maintain a high standard of food safety, it is Wegmans' policy that when working in Perishable and Prepared Foods areas a hair restraint must be worn at all times. Also, facial ornaments & jewelry must be removed.

Craigslist post ID: 6520593799 3/6/18

Tasting Room Associates (Dundee, NY)

- Fulkerson Winery on the West side of Seneca Lake is seeking individuals who are proactive in providing great customer service and have excellent customer service skills. You should be able to work independently or as a team player! Applicants should be ambitious, dependable, energetic, honest, responsible and dedicated to continuing the quality service that has become the backbone of our business. A self-starter with organizational skills, able to lift 40 pounds, and flexible scheduling with the ability to work weekends are a must. A minimum of one-year experience is preferred. A resume and cover letter is required to apply.

Craigslist post ID: 6520384634 3/6/18

Winery Tasting Room Associate (Himrod, NY)

- Small production, estate winery seeks a tasting room associate for the 2018 Season (Est. March 30-Dec 7). Join a family owned, high quality producer of Finger Lakes wine. Candidates (21 yrs.+) should have:
 - A knowledge of & passion for local & international wines
 - Interpersonal and customer service skills
 - The ability to conduct wine tastings for groups of 4-8 people at a time
 - The ability to lift a case of wine (42 lbs.)
 - The ability to ring up & cash out customers (making change, calculating tax, etc.)
 - The availability to work weekends (Fri/Sat/Sun) 11am-5:30/6pm

Distillery Brand Rep (Penn Yan, NY)

- This part time job requires attendance in Penn Yan, NY every Saturday. More hours available if desired. Black Button Distilling is building a team of brand ambassadors to educate the consumers of the Windmill Market in Penn Yan this 2018 season. We are a New York State farm distillery making bourbon, gin, vodka and whole lot more. This is an exciting opportunity to be a part of the growing craft beverage industry. Feel good supporting a small business that uses 100% New York State ingredients! Duties include:
 - Completing new hire training regarding brand, process and products.
 - Representing Black Button at the Windmill for any mandatory meetings or market correspondence.
 - Opening the shop promptly at market start time.
 - Setting up displays to attract interest and generate sales of bottles and branded merchandise.
 - Working with a Black Button teammate to cover all sampling and sales activity.
 - Sampling visitors on our products. ID visitors that look 30 or younger.
 - Educating people on the brand, the process and craft cocktails.
 - Convincing shoppers to make a purchase.
 - Ringing in sales on a tablet/phone device to process cash & credit purchases.
 - Returning displays to secure storage area at market end time.
 - Taking day-end inventory of products.
 - Communicating with distillery management regarding market activities and supply needs.
 - Making change at end of day to create a cash drawer for the next market opening.
 - Securing the shop properly before departure.
 - Depositing cash sales into company bank account.
 - Continuing to participate in training programs as new items and processes are released.
- Mandatory work hours:
- The market is open every Saturday 8am - 430pm starting in April.
 - An opening representative needs to arrive before 8am.
 - A closing representative needs to stay through 430pm.
 - The market is also open these same hours Memorial Day, 4th of July and Labor Day.
- Additional work hours available:
- We appear at liquor stores, festivals and other events throughout the Finger Lakes.
 - Canandaigua, Geneva, Watkins Glen, Ithaca, etc. are all areas that may need help.
 - Work in Syracuse, Binghamton, Rochester and Buffalo is available too if willing to travel.
- Successful ambassadors are:
- Genuine, friendly, personable and professional to team members and customers.
 - Dressed to impress.
 - Highly self-motivated.
 - Great communicators.
 - Convincing and able to close a sale.
 - Maturely responsible regarding alcohol service and protection of company belongings.
 - Capable of operating phone & tablet apps to record work time and product sales.

Learn more about us at www.BlackButtonDistilling.com

Craigslist post ID: 6510928735 2/26/18

Customer Service (Penn Yan, NY)

- Looking for a job or know of someone in need of a job? You're in the right place! Penn Yan Express Stop is looking for someone who can work days, nights and/or weekends. Stop in and see us and ask for an application!

Workforce Development 2/23/18

Sales Associates (Penn Yan, NY)

- Carey's True Value is looking for self-starting, dedicated, hardworking individuals to provide excellent customer service, present hardware and home improvement solutions to all guests, generating sales, housekeeping, merchandising, signage, pricing, cash register operations (POS) and loss prevention in accordance with all company policies/procedures and store standards. This person will also be required to perform other store operational tasks as needed. Apply in person at 163 Main St., Penn Yan, NY.

OSOS 3/5/18

Store Associate (Penn Yan, NY)

- Store Associates- \$12.70/hour. We are hiring for our store located in Penn Yan, NY. Apply in-person Monday through Sunday from 9:00am-8:00pm. ALDI, 204 Liberty Street, Penn Yan, NY 14527. For consideration, please apply in person only. Get started now by downloading our Employment Application at https://tbc.dn.talentbrew.com/company/61/v1_0/docs/Aldi-Employment-App-MASTER-2-16.pdf OSOS 2/20/18

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 3/12/18

EDUCATION/SCHOOLS

Childcare Worker (Dundee, NY)

- Dundee Children's Center has an immediate position for Childcare Worker to join our team! Job duties include but are not limited to interacting with children and their families, provide meals, perform crafts and activities, provide a fun and safe learning environment for children ages 3 years-12 years. Call 607-243-8612 or stop by the Children's Center at 62 Main St., Dundee. Workforce Development 2/20/18

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 m.lawson@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 2/12/18

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 3/12/18

HEALTHCARE/HUMAN SERVICE

Multiple Positions- Schuyler County Civil Service

- Schuyler County Civil Service is offering the following exams on May 12, 2018:
 - Staff Social Worker
 - Senior Staff Social Worker
 - Mental Health Therapist
 - Mental Health Therapist Trainee
 - Purchasing Clerk

Last date to file is March 23, 2018. For information regarding qualifications, filing fee, and application, contact: Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. (607)535-8190 or www.schuylercounty.us.

Dundee Observer 2/28/18

Family Preservation Program Therapist/Coordinator (Penn Yan, NY)

- Pathways, Inc. in collaboration with the Steuben County DSS is currently recruiting for the position of full-time Therapist/Coordinator. The Therapist would design and implement service plans to offer immediate and short-term

intensive services to families whose children may be at imminent risk of placement into foster care. The Therapist would work closely and direct duties to the Skill builder for the Family Preservation Program. Qualifications: Masters' Degree in Social Work or related field required, and a minimum of one-year experience in providing services to families with Mental Health Difficulties. To apply: Complete the online application at www.pathwaysforyou.org and forward your resume/interest letter to hr@pathwaysforyou.org.
Dundee Observer 2/21/18

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: 6507232283 2/23/18

Caseworker- Family Case Management (Penn Yan, NY)

- PRIMARY FUNCTIONS: Under supervision of the Director of Services, is responsible for providing financial literacy, parent training and support, and case management services to parenting men and women, their families and significant others in Seneca and Ontario Counties. This program also provides a group education program for the Day Reporting Program (Probation) and the Ontario County Jail. SPECIFIC DUTIES:

Parent Training

1. Provide in-home, community, or in-office skills training to parents that includes appropriate methods of discipline, coping, communication-skills, and child development; in addition to household financial management skills.
2. Develop individual service plan with each client and periodically review their progress.
3. Complete intake assessment on all families seen.
4. Participate, as requested, case conferences with Dept. of Social Services staff, with school personnel and other service providers.
5. Maintain records and reports necessary for good casework practice.
6. Lead an educational support group in Cayuga County.

Case Management Services

7. Educate and refer clients as needed to other services available in the community.
8. Educate clients regarding how to access those community services.
9. Establish and maintain contact with other community services to improve ability to link clients as needed.
10. Stay up-to-date on community resources and services that can benefit parents and children in the program.

Supports Mission of the Agency

11. Participate in staff meetings.
12. Participate in Continuous Quality Improvement efforts for the program and for the agency.
13. Complete required agency and program reports in a timely manner.
14. Perform other related duties as required/requested.

QUALIFICATIONS: EDUCATION: Bachelor's Degree in Social Sciences or related field or Associates Degree with 2 years of related experience; or Family Development Training & Credentialing (FDC) Program. EXPERIENCE: Two years of experience in human services, knowledge of family and child welfare delivery systems, current parenting skills, child development, and financial literacy. ADDITIONAL REQUIREMENTS: Demonstrate ethical business practices, in conformance with all state and federal laws and regulations, possess excellent verbal and written communication skills, ability to multi-task and prioritize duties, willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques, ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records, ability to understand the concept of the agency's mandated reporting requirements, and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect, proficiency and experience with PC's and Microsoft applications, ability to analyze and interpret data and to handle problem resolution, possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier, continuous use of a reliable, registered and insured vehicle, willing to travel and to attend evening meetings, demonstrate commitment to Agency Mission Statement.

Ability to meet the following physical requirements with or without reasonable accommodation: Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle; Stand, sit, walk, bend, stoop, kneel, and reach; Climb up or down stairs; Able to reach above or below shoulders; Occasionally lift or move objects weighing up to 10 lbs; Sitting at a desk or in a vehicle for long periods of time to perform certain job functions; Be able to read write and interpret written documents.
Craigslist post ID: 6495340056 2/13/18

Patient Navigator (Bath, NY)

- Helping patients get healthy one day at a time. Do you like talking with and helping people every day? Would you describe yourself as a good listener and a multi-tasker? If so, you might be a great fit for our patient navigator position. As Patient Navigator, you will be guiding patients through the complex healthcare system and advocate for them. You will assist our patients make appointments, assuring their attendance, and connecting them to support services. A Patient Navigator 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 26,000 patients providing primary care, dental, and behavioral health services. Being a good communicator is an important skill you need to be successful in this position. If you are interested and have the following additional qualifications, we encourage you to apply. Let's talk! Job Type: Full-time. Required education: High school. Required license or certification: Valid New York State Driver's License. Required language: Fluent in Spanish and English.
<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vj=6fcab4067c18a19b> Indeed 2/26/18

North American Dental Group- Multiple Positions (Penn Yan, NY)

- **Hygienist I-** For a full description and list of qualifications, please visit <https://my.jobs/616fdde5ffb04cceb7394d192866985a161>
- **Office Manager-** For a full description and list of qualifications, please visit <https://my.jobs/075a1f7c05a347d4872bbe8b0502c616161>.
- **Dental Assistant I-** For a full description and list of qualifications, please visit <https://my.jobs/c19809fa9e824af6a0933b89cc4d2ef6161>
- **Dentist-** To learn more about this opportunity, please contact Carrie Williams at 717-839-3790 or williamsca@nadentalgroup.com. OSOS 2/20/18

Advocate (Penn Yan, NY)

- The Advocate is responsible for providing crisis intervention and advocacy services for individuals in assigned county who have experienced or witnessed physical, sexual, or emotional abuse. Qualifications: Associates degree in human services and two years' experience. Bachelor's degree in social work or education preferred. Commitment to the mission of Safe Harbors. Ability to work independently, with good organizational skills. Ability to foster a cooperative, collaborative work environment. Ability to plan, develop and implement short and long-range goals. Ability to maintain emotional stability under duress. Excellent communication skills, including public speaking ability. Comfort dealing with and talking about sensitive issues. Must be adaptable and flexible. 37.5 hours per week, generally weekdays 9am-4:30pm with variations based on clients need. Some evenings and weekends. \$15 per hour plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan. To apply, submit cover letter and resume by email: info@shflny.org. Workforce Development 2/21/18

Youth Prevention Specialist (Penn Yan, NY)

- The Youth Prevention Specialist is responsible for presenting child sexual abuse, teen sexual assault, and abusive relationship primary prevention education programs to youth in Yates County. The Youth Prevention Specialist will provide follow up counseling and advocacy services for children and youth who have experienced or witnessed physical, sexual, or emotional abuse, as well as to their non-offending adult caregivers. Qualifications: Associates degree in human services and two years' experience. Bachelor's degree in social work or education preferred. Commitment to the mission of Safe Harbors. Ability to work independently, with good organizational skills. Ability to foster a cooperative, collaborative work environment. Ability to plan, develop and implement short and long-range goals. Ability to maintain emotional stability under duress. Excellent communication skills, including public speaking ability. Comfort dealing with and talking about sensitive issued. Must be adaptable and flexible. Must have reliable transportation. 37.5 hours per week, generally weekdays 9am-4:30pm with variations based on clients needs. Some evening and weekends. \$15 per hour plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan. To apply, submit cover letter and resume by email: info@shflny.org. Workforce Development 2/21/18

Principal Social Welfare Examiner (Penn Yan, NY)

- The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending upon the organizational structure of the agency. Duties, though similar to those of a Senior Social Welfare Examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. The work is performed under general supervision according to prescribed policies and procedures. Supervision is exercised over the work of subordinate staff. Does related work as required. MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher; AND two (2) years permanent competitive status as a Social Welfare Examiner or Child Support Investigator; OR
 - b) Graduation from high school or possession of a high school equivalency diploma; AND six (6) years of experience in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility.
 - c) One year of experience in a supervisory capacity.
- Apply at <https://mycivilservice.yatescounty.org/jobopp>

Workforce Development 2/20/18

Multiple Positions- Pro Action of Steuben and Yates

- Full Time Opportunities:
 - American Job Center Coordinator- System Leader
 - EHS Food Service- Support Staff- Hornell
 - Early Childhood Education Teachers
 - Early Head Start Home Visitors
 - Construction Laborer
- Part Time Opportunities:
 - Project Care Van Driver
 - Bus Driver – Hornell
- Substitute Opportunities:
 - Substitute Drivers – Yates OFA Transportation
 - Substitute Van Drivers – Senior Nutrition
 - Head Start Classroom Substitutes – Wayland
 - Head Start Classroom Substitutes – Corning
 - Head Start Classroom Substitutes – Addison
 - Head Start Classroom Substitutes – Savona

For full descriptions and to apply for any of the positions listed above, please visit <http://proactioninc.org/job-opportunities/>

Workforce Development 3/5/18

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

- Certified Nurse Aide Training Program
- CNA LTC
- Critical Care Tech
- ED Crisis Evaluator
- EMT Basic- Cohocton
- Food Service- Nutritional Services Aide
- Groundskeeper
- Housekeeping Aide SSH
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Nurse Manager- LTC
- Paramedic/ Critical Care EMT
- Pharmacist V
- Pharmacy Tech II
- Radiology Tech II
- Registration Representative
- RN- Adult Day Center
- RN Bedside- Emergency Department
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Cardiac Rehab Nurse

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 3/12/18

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

- Substitute Residential Direct Support Professional
- Registered Nurse- Clinical Operations
- Residential Direct Support Professional
- Direct Support Professional- Center for Lifelong Learning
- Substitute Direct Support Professional- Center for Lifelong Learning
- Substitute Administrative Assistant

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

Workforce Development 3/12/18

Residential Assistant Manager (Penn Yan, NY)

- Provides assistance and support to the Residential Manager in maintaining the general operations of the assigned Catholic Charities Community Services residential setting. In the absence of the Residential manager, provides for the supervision, assistance and instruction of all staff and individuals. For a full list of qualifications and duties and to apply, please visit <https://www.ccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/181-res-asst-mgr-py>

Workforce Development 3/5/18

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.ccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/3-dd-dsp-res-py-lyons-sdd12-13>

Workforce Development 3/12/18

HOSPITALITY/RESTAURANT

Hotel- Multiple Positions (Dresden, NY)

- Small seasonal hotel on Seneca Lake seeks reliable, responsible employees for the 2018 season from May 1-late October.
 - Handyman- Mature, reliable, independent and experienced individuals sought. Applicants must have own transportation and general tools. VERY flexible schedule with 10-30 hours a week at a fixed hourly rate. Experience with all manner of lite carpentry, plumbing, electric, and painting necessary. Extra consideration for experience with pools, boats and small engines.
 - Bartender- Mature, independent and flexible individual sought to tend and manage a small hotel bar. Must be available most weekends and evenings from 4:00-12 pm with own transportation. Opening and closing responsibilities entailed. Good conversationalist with regional knowledge a plus.
 - Maid Service- Seeking responsible, attention to detail oriented individuals with cleaning experience and their own transportation. Neat, presentable appearance and dress mandatory. Availability 5-7 days a week, a must. General hours will be from 9am to 2pm. Workload will fluctuate with the season. Potential for crossover work in kitchen/dining available. Please contact via E-mail with basic resume/personal description and contact information. Looking to hire immediately and there is work available starting now for the right applicants. We are an equal opportunity employer.

Craigslist post ID: 6523152065 3/8/18

Grill Cook (Keuka Park, NY)

- AVI Foodsystems is America's largest, family-owned, and operated food and hospitality provider. We are hiring a Full-Time Grill Cook in Keuka Park. We are looking for a hardworking, friendly, and service oriented person who is passionate about preparing and serving excellent food!

JOB DUTIES:

- Prepare and cook food for service
- Maintain proper grill cooking temperatures
- Ensure that all kitchen equipment is clean and professional in appearance at all times
- Manage food inventory
- Maintain a safe work environment
- Encourage good customer relations through product promotion

REQUIREMENTS:

- Proven experience as cook

- Experience in using cutting tools, cookware and bakeware
- Strong work ethic
- Ability to lift 30 pounds
- Ability to multi-task in a fast-paced environment
- Excellent communication skills
- Ability to maintain positive attitude

BENEFITS: AVI offers -

- 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
- Immense training and growth opportunities
- Company-provided uniforms
- Discount program

To apply for this position, please click on this link: <http://www.jobs.net/j/JWlktQdx?idpartenaire=10018>

Craigslist post ID: 6522916574 3/8/18

Cooks and Servers (Geneva, NY)

- Now hiring Cooks and Servers at our Geneva NY restaurant! Join the company with the vision to make the world Friendly, One Scoop at a Time! Do you want to be part of a team whose mission is to Create Great Memories by bringing Family and Friends together? Year after year, we strive to be the best Friendly's we can be, because we owe it to our guests, consumers and to our team. We are friendly people! Our team is filled with great people who are optimistic, fun and always act with integrity. Be one of those Friendly people who are making a difference in the business and the communities we serve on a daily basis. Our Business: We are poised for growth, and we know that the best is yet to come for us. As an Employer of Choice, we offer a wealth of opportunities for career growth within a high-performing and rewarding environment. We are proud to be an equal opportunity employer, and welcome applications from all qualified candidates. Please apply at <https://www.friendlysrestaurants.com/careers> for our Geneva Restaurant located at 287 Hamilton Street, Geneva NY 14456 and call: 315-789-0671 for interview between 2:00 pm and 5:00 pm. Ask to speak with the Manager on Duty.

Craigslist post ID: 6507131093 2/23/18

Room Attendant (Geneva, NY)

- The Hampton Inn Geneva is currently looking to fill a part-time position for a cheerful person to add to our Housekeeping team. The ideal candidate must be flexible with schedule and able to work weekends and holidays. As a Room Attendant you will: Clean guest rooms neatly and efficiently based on hotel standards including making beds, cleaning bathrooms, dusting furniture, replenishing supplies. Maintain a friendly and approachable attitude towards guests and staff. Experience is helpful but not required. Come and learn about "Hamptontality" today! Please stop in to fill out an application.

Craigslist post ID: 6507041863 2/23/18

Laundry Attendant (Geneva, NY)

- The HAMPTON INN by HILTON GENEVA is currently looking to fill a part-time position for a cheerful person to add to our Laundry team. The ideal candidate must be flexible with schedule and able to work weekends and holidays. As a Laundry Attendant you will: Sort linens for washing, operate washer and dryer, check chemicals and change when needed, clean lint traps, assist housekeeping staff in other areas when laundry is slow or work is caught up, fold linens based on hotel standards. Experience is helpful but not required. Come and learn about "Hamptontality" today! Please stop in to fill out an application. Do not e-mail.

Craigslist post ID: 6507040619 2/23/18

Part Time Help- Ventosa Vineyards (Geneva, NY)

- Join the Winery or Café team at one of the premier wineries in the Finger Lakes.
 - * Openings available for wine pourers and café help.
 - * Must be available to work weekends.
 - * Weekday hours are available April through December.
 - * Competitive hourly rate, plus tips.
 - * Must be 18 years of age to apply.

If interested, please stop by the winery to fill out an application. Ventosa Vineyards is located on the northeast end of Seneca Lake, 10 minutes from Geneva, 15 minutes from Seneca Falls, at 3440 Rte 96A, Geneva * 315-719-0000. Winery and Café are open daily. Live Music Friday night and Sunday afternoon.

Craigslist post ID: 6506343242 2/22/18

Bartenders and Servers (Geneva, NY)

- Fine dining in a very casual, upscale, tourist oriented atmosphere, overlooking Seneca Lake. This is an extremely popular high-volume restaurant. Check out our reviews on Trip Advisor and Facebook. This is a year-round position; our normal work hours are Tu - Sat 3:00pm till 1:00 am closed Sun-Mon. Candidates must have full availability Friday and Saturday. At least 1-year experience. Knowledge of wines. Full and part time positions available. Please complete our on-line application at: <https://4gt.wufoo.com/forms/ports-cafe-employment-application/>. Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. 315-789-2020. Craigslist post ID: 6505230322 2/21/18

Front Desk Associate (Dundee, NY)

- The Inn at Glenora Wine Cellars is looking for Front Desk/Reservation Specialists position for their 30-room luxurious Inn. Qualified candidates must have excellent customer service skills; be able to effectively and professionally communicate over the phone, in person and through the internet/e-mail; have the ability to multi-task efficiently; and can offer a good basic knowledge of computer skills including Microsoft Office. Also, they must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement. Positions are open immediately, including days, evenings and weekends. Apply at <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vik=cd07878235669ade> Indeed 2/26/18

The Switzerland Inn- Multiple Positions (Hammondsport, NY)

- The Switzerland Inn is currently accepting applications for all positions, including bar staff, wait staff, kitchen staff, hosts and bussers. You can get an application at the Switz or the Keuka Restaurant. 14109 Keuka Village Rd, Hammondsport. https://www.facebook.com/pg/TheSwitzKeuka/jobs/169093743890641/?source=attached_post_homepage_stream Workforce Development 3/12/18

Luigi's Old World Market & Café- Multiple Positions (Penn Yan, NY)

- Luigi's is hiring!!! Front of the house, register/cashier, sandwich/salad prep. Back of house, fry cook/dishwasher, Baker (experience a plus). If you are motivated and able to work in a fast pace environment, stop in and fill out an application. 521 Exchange St. downtown Geneva. Workforce Development 3/8/18

Banquet Set Up & Breakdown- Food Runner Position/General Laborer (Penn Yan, NY)

- Seasonal Position from mid-April to beginning of November. Position requires person to be able to lift 50 pounds. General set up of tables, chairs per event. Cleaning event space. Cleaning other property projects as needed. Restock of bar, flatware, glassware. Dishwashing. Venue is Indoor- Outdoor Space. Day of Event position requires restocking, dishwashing, food running and bussing tables- while looking presentable at all times. This is fast paced position. Rate of Pay: Starting at \$14.00 per hour- Part time- Days working are every Thursday, Friday & Saturday (occasional Sunday) Must have reliable transportation, look presentable at all time and be a team player. Email resume to opusfingerlakes@gmail.com.

Workforce Development 3/8/18

Banquet Server (Penn Yan, NY)

- Indoor-Outdoor venue. Wedding Season Begins May 4th-November 3rd. Must be able to work every Saturday and occasional Friday & Sunday. Shift is 2-11pm. Must have server experience, transportation and look presentable at all time. Starts at \$16.00 per hour. Email resume to opusfingerlakes@gmail.com. Workforce Development 3/8/18

Kitchen Help (Penn Yan, NY)

- Assist in plating appetizers, salads, and dinner entrees, dishwashing, general set up and cleaning. 1 day a week with more hours available as needed (Saturday is day of service). Rate of pay: starting at \$16.00 per hour. Email resume to opusfingerlakes@gmail.com. Workforce Development 3/8/18

Finger Lakes Premier Properties- Multiple Positions (Penn Yan, NY)

- Housekeeping Administrator
- Housekeeper
- Maintenance Laborer
- Residential Maintenance Coordinator
- Real Estate (Licensed) Executive Administrator
- Reservation Specialist
- Night Auditor
- Laundry Technician
- Property Services Coordinator

To apply for any of the positions above, please visit http://flpplake.hrmdirect.com/employment/job-openings.php?search=true&dept=-1&city=-1&state=-1&cust_sort1=-1

Workforce Development 3/12/18

Customer Service (Penn Yan, NY)

- Penn Yan Diner is hiring. Customer Service is a must. Individual also needs to be able to multitask, be dependable and reliable. If interested please apply in person at the Penn Yan Diner, 131 E. Elm St, Penn Yan.

Workforce Development 2/26/18

Customer Service (Geneva and Dresden, NY)

- Mr. Twistees is now hiring! Opening in less than a month in Geneva. Accepting applications for both locations.

Workforce Development 2/22/18

Hampton Inn- Multiple Positions (Penn Yan, NY)

- On Tuesday March 13th from 10am - 3pm we will be holding open interviews for the following positions:

Guest Service Agent
Breakfast Attendant
Room Attendant
Houseman
Security
Maintenance

Come with a resume and be prepared to interview.

Workforce Development 3/5/18

LABOR/AGRICULTURAL

Mechanic/Yard Worker (Canandaigua, NY)

- A well established Canandaigua Lake Marina is looking for a full time mechanic and a full time yard worker. Experience with boats is a plus. Both opportunities are year round positions, pay based on experience. Paid vacation, medical, and 401k benefits available. Email your resume to Bob@SeagerMarine.com or complete an application at our service location at 21 Parrish Street, City Pier, Canandaigua, NY 14424. 585-394-1372. Fax 585-919-3715. www.SeagerMarine.com.

Chronicle Express 2/28/18

Seasonal Work (Penn Yan, NY)

- 41 positions- Temporary/seasonal work planting, cultivating and harvesting vegetables and field grown crops, from 3/14/2018 to 12/1/2018 at Hansen Farms, LLC & Hemdale Farms, Inc., Stanley NY and multiple worksites within Ontario and Yates Counties. This job requires a minimum of three months of verifiable prior experience working on a diversified crop farm handling both machine and manual tasks associated with commodity production and harvest activities. Saturday work required. Must be able to lift/carry 60 lbs. \$12.83/hr or current applicable AEWR or applicable piece rate depending on crop activity. Raise/bonus at employer discretion. Workers are guaranteed ¾ of work hours of total period. Work tools, supplies, equipment supplied by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonably able to return same day to their place of residence at time of recruitment. Transportation and subsistence expenses to work site will be paid to nonresident workers not later than upon completion of 50% of the job contract. Interviews required. Apply for this job at nearest State Workforce Agency in state in which this ad appears, or NY State Department of Labor, 1519 Nye Rd., Lyons, NY 14489, or call (877)466-9757 for nearest State Workforce Agency in which this ad appears. Provide copy of this ad. NY Job Order #NY1238813. Ad-Viser 2/18/18

Shipping and Assembly (Stanley, NY)

- Growing company has shipping needs that run from 1-6PM each day. Shipping is mostly by UPS. Shipping experience is a plus of course, but not required. Some days when the shipping is light, you will be expected to help with preparation of the parts we use. This keeps your schedule varied. Along the way you will learn many different manufacturing techniques from gluing, soldering, polishing, operation of mills, lathe, saws and more depending on the person. If you want, these manufacturing operations could make this a full-time position. Experience in mechanical and/or electrical assembly, or manual dexterity would be an asset for this part of the job. We believe that the workplace should be a pleasant place to be. One of the ways we try to be the best place to work is our flexible schedule; while the shipping part of the job is dictated by the UPS truck, the assembly part is wide open to whatever schedule you want. This is a low-pressure, pleasant environment. We offer 11 paid holidays, partially subsidized healthcare. Craigslis post ID: 6515799217 3/2/18

Construction Project Manager (Penn Yan, NY)

- City Hill Construction Inc. is a growing excavating/ site work contractor in the finger lakes area and we are looking for a full-time Construction Project Manager. We offer competitive pay, paid holidays, paid vacation, 401(k), and health insurance including dental and vision.

Project Manager daily duties include but are not limited to:

- Read and fully understand civil plans and contract documents.
- Must have great computer skills including Microsoft Word, Excel, Outlook. Knowledge of Quickbooks would be a plus.
- Prepare RFI's, submittals, change orders, contracts, and other project documents.
- Inquire quotes from material vendors and sub contractors.
- Track daily job costs.
- Help in the bidding process.

Position Requirements/ Preferences:

- Tentative and on time. Monday Through Friday 8 to 5. Hours may vary depending on projects.
- Relevant degree in civil engineering or construction management.
- Previous construction experience in field would be a plus.
- Career minded individual looking for a long term commitment and room to grow in a growing construction company.
- Position could also be filled by an entry level individual.

Call our office or reply to this ad to inquire about the position.

Craigslist post ID: 6515289186 3/1/18

Property Manager/ Maintenance Person (Penn Yan, NY)

- Seeking a conscientious person as full-time Property Manager/Maintenance Person for a 30-unit property in Penn Yan, NY. Benefits included. Experience in general maintenance and repair is required. Experience in property management is helpful but not a requirement. Training will be provided for the office manager duties. Interested persons may submit resumes to email provided or contact us directly at 607-962-5551. Vineland Apartments is an Equal Opportunity Employer and Provider.

Craigslist post ID: 6503356127 2/20/18

Security Officer (Keuka Park, NY)

- We Want You On Our Team! The Security Officer provides services for a variety of large and small business clients where health, safety and security is our #1 priority. This is a public environment at Keuka College and surrounding areas with the corresponding levels of traffic (employees, visitors, customers, etc.). Qualifications and Experience for this position includes: High school diploma or GED equivalent, at least two (2) years of security, law enforcement or military experience, a valid Driver's License and an acceptable driving record for the past three (3) years to be eligible under NMS' vehicle insurance policy, must have a State of New York Security Guard License, must be able to cooperate and work as part of a team with fellow employees, customers and clients. Sound like the opportunity you've been waiting for? Apply today! We look forward to hearing from you. Full Job description can be found by going to:

<https://nana.taleo.net/careersection/nms/jobdetail.ftl?job=NMS00995&tz=GMT-09%3A00>

Craigslist post ID: 6497625969 2/15/18

Farm Equipment Operator/Mechanic (Seneca Castle, NY)

- Large, diversified vegetable and grain farm located in the heart of the Finger Lakes is looking for people who want to be farmers. We grow grains and vegetables, both conventional and organic. We can tailor a position based on your skills with openings in management, maintenance, and operations. Agricultural education and experience are desired. Send us your resume and we will see if you fit.

Craigslist post ID: 6496228496 2/14/18

Heavy Equipment Operator and Excavation Laborer (Penn Yan, NY)

- City Hill Excavating Inc. is currently hiring Heavy Equipment Operators and Experienced Laborer positions in the Excavation Field. If you are looking for a competitive paid position with benefits, and plenty of room to advance your career in the Excavation and Construction Industry, this is the position for you! BENEFITS INCLUDE: Health insurance including Vision, and Dental, 401K (retirement plan), all major holidays paid, vacation time. Must Have (Operator): Valid Drivers License, prior heavy equipment operating experience, experience reading site plans. MUST HAVE (Laborer): Valid Drivers License, minimum 1 year experience in the Excavation Industry, must have experience with a grade laser, must have experience reading site plans. Pay based on experience.

Craigslist post ID: 6495146106 2/13/18

Assistant Winemaker (Penn Yan, NY)

- The CK Cellars team is looking to add another member to our production staff. This individual should be motivated, willing to learn, and have a passion for the wine industry and wine making. Here at CK Cellars we encompass 3 different wine making entities: Torrey Ridge Winery (2017 Winery of the Year) , Earle Estates Meadery, and Worthog Cidery. This of course

means our production team creates a wide variety of products including: wine, fruit wine, hard cider, and mead. This position allows you to gain experience working with each unique product that is made from 100% real local NYS fruit and honey. Job Responsibilities Include:

- Assisting the winemaker in day to day cellar operations
- Assisting in all aspects of the winemaking process including: bottling, blending, racking, filtering, labelling, cold stabilization, winery sanitation (cleaning tanks, cleaning pumps, cleaning filters, daily cleanup of the cellar etc)

Qualifications:

- Must be able to lift at least 50lbs
- Must be willing to learn.
- Must be flexible with work schedule (some days during harvest are longer than others, some days in the winter are a little shorter it is the nature of the beast)
- Must be adaptable to temperature conditions. (Most of our bulk storage is held at 28 degrees)
- 2 years of wine cellar experience preferred but not required.

Send or Drop Resume off to: Sadie Lewis, Winemaker, CK Cellars LLC. 2770 State Route 14, Penn Yan NY 14527. 315-694-8551 (cell). 315-536-1210 (winery). sadie.lewis@ckcellars.com.

Workforce Development 3/12/18

Watercraft Stewards(Keuka Lake, NY)

- The Keuka Lake Association is hiring Watercraft Stewards for the Summer of 2018. Watercraft stewards help protect Keuka Lake from aquatic invasive species by providing voluntary inspections of boats and trailers. 40 hours/week, Fridays-Mondays, Memorial Day Weekend-Labor Day, holidays a MUST, training provided, \$13/hour. To Apply: Contact Emily Staychock at ecs268@cornell.edu or 315-536-5123 x4127.

Workforce Development 3/8/18

Seedway- Multiple Positions (Hall, NY)

- Seedway, LLC is hiring! We have positions available all along the east coast. Are you a fit for one? Follow the link, type "SEEDWAY" into the keywords box to see what exciting opportunities are available!
https://career4.successfactors.com/career?company=Growmark&career_ns=job_listing_summary&navBarLevel=JOB_SEAR CH&site=VjltSmJSOVQrSWdMM0ZGS0o1NlhCVFAzUT09&_s.crb=wJpC3T%2F7humg%2FOkkmg4mX5Jdt4Q%3D

Workforce Development 3/5/18

OFFICE WORK/MANAGEMENT

Legal Secretary (Watkins Glen, NY)

- Schuyler County is seeking to fill a part time, 17 hr/week position of Legal Secretary in the Public Defender's Office. Successful candidates must have an Associate's degree in secretarial science and two years' experience as a legal secretary, or a high school diploma and four years' experience as listed above. Salary range is \$19,000-24,000 commensurate with experience. All candidates must submit a Civil Service application. Applications will be accepted in the Civil Service office until the position is filled. Visit the Schuyler County website at www.schuylercounty.us for the application form and job description or contact the Schuyler County Civil Service Office- 105 9th Street, Unit 21, Watkins Glen, NY 14891 or call 607-535-8190.

Dundee Observer 3/7/18

Office Assistant (Watkins Glen, NY)

- The Office Assistant is the front-line representative for the Chamber of Commerce's Headquarter Visitor Center at 214 N. Franklin Street, Watkins Glen. The position's primary function is to interact with visitors and Chamber members in providing information and guidance to enhance the visitor's stay and to be an information resource to the Chamber membership. This position is also responsible for office organization, administrative support to the President & CEO, and training and scheduling volunteers. The perfect candidate will be friendly, customer-focused, detailed-oriented, a good team player, organized, and have extensive knowledge of Schuyler County and the surrounding area. To apply, submit your cover letter and resume to President and CEO Rebekah Carroll: rebekah@watkinsglenchamber.com or 214 N. Franklin Street, Watkins Glen, NY 14891.

Dundee Observer 2/21/18

Accounts Receivable Clerk (Middlesex, NY)

- Work where you really enjoy walking in the door every morning. Dudley Poultry, a 27 person 54-year-old company, is accepting applications for a full time Accounts Receivable Clerk. Applicant must be proficient with Microsoft software. We will teach you to use our food distribution software. You would post all accounts receivable, prepare the daily deposit, call

customers who are out of terms and balance the checkbook. You'll work with numbers but you're not one. Are you caring and kind? We are. We're a small office so everybody is cross trained. That means you'll be back up on A/P, phones and orders and be the back-up clerk of our darling country store. You'd share being store clerk every other Saturday morning. Do you have accounts receivable experience, organizational skills and are you self-motivated? Do you like chicken? You will be held accountable but not micromanaged. We laugh and eat a lot so only those with a sense of humor and good appetite need apply. Oh, and you must like dogs because our old office golden retriever lays in the hallway when she visits. Hours are 8-5 M-F and every other Saturday morning in the store. Besides working with us, other benefits include medical, paid vacations, personal days, life insurance and a 10% discount on all the food we sell. Now that's a benefit! \$15-\$16 per hr. Before sending your resume, look it over. Do you have accounts receivable experience? That's got to be on there if you want to be considered for this job. Email resume. Craigslist post ID: 6505008068 2/21/18

Accounting Support Associate (Dresden, NY)

- Join a company with a unique industry position. Abtex Corporation designs/manufactures application specific abrasive filament brushing tools and customized automated deburring systems. Our products are largely used by major international automotive part producers. We are in need of an Accounting Associate to support our Engineering Department within a growing company. Requirements:
 - Minimum of 2 years of administrative experience within a Manufacturing environment;
 - A.A.S. in Business, Accounting, or other technical discipline (experience will be considered in lieu of degree);
 - Strong Cost systems background or project management experience, excellent analytical skills, and understanding of accounting principles desired;
 - Computer literate including strong Excel skills and the ability to use Outlook and Word;
 - Experience working with engineering and manufacturing personnel in creating part numbers and BOMs;
 - Have a basic understanding of mechanical drawings in researching reorder parts costs.
 - Highly Organized and able to multi-task.

Salary: \$17.00 to \$20.00/hour. Apply at

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=913d0bd4fc500dd9>

Indeed 3/5/18

Store Manager (Penn Yan, NY)

- Carey's Farm & Home Centers located in Penn Yan, NY provides customers a one-stop retail solution for all their farm, home and business improvement needs. Our retail stores offer a wide variety of hardware, consumer products, farm supplies, animal feeds and building materials. Carey's Farm & Home Center is currently seeking a full-time Store Manager for their True Value retail center. The Manager will be responsible for the following duties, including, but not limited to: -Managing and executing the day to day operations of the hardware and farm store. -Serve as our store's representative and set an example for our staff. Providing first class customer service by assisting customers and responding to customer inquiries/issues. Coaching staff on how to handle difficult and complicated sales. Enforcing safety, security and company personnel policies and rules. Evaluate employee performance and identify hiring and training needs. Supervise, train, coach and motivate staff to perform their best and maximize team performance. Schedule staff to ensure adequate coverage based on every day, seasonal and event needs. Monitor and manage retail operating costs, budgets and resources. Working with external suppliers, monitor, order and maintain relevant and adequate store inventory. Execute in-season pricing strategies, including promotions and markdowns to reach financial targets. Create reports, analyze and interpret retail data, like revenues, expenses and competition. Maintain cleanliness and presentation of stock room and retail floor. Organize store merchandise racks by size, style and color to promote visually appealing environment. Analyze consumer behavior and adjust product positioning. Conduct regular audits to ensure the store is functional and presentable. Examine merchandise to verify that it was correctly priced and displayed Assign employees to specific duties to best meet the needs of the store Train and develop new/existing associates on POS system and key sales tactics. High School diploma and minimum 5+ years of retail sales and/or management experience. Proven track record as a problem solver with the ability to maximize profits, motivate staff, resolve conflict, create sales and develop leaders. Exceptional interpersonal and communication skills. Excellent organizational, planning, forecasting, and problem-solving skills. Proficient with computers and the use of POS systems and Microsoft Office. Ability to work weekends, holidays, and overtime (as needed). To apply, contact the employer in person at 163 Main St., Penn Yan. OSOS 3/5/18

Accounting Assistant (Penn Yan, NY)

- The Yates County Chamber of Commerce is hiring a part-time Accounting Assistant. Please contact Jessica Bacher for a detailed job description. jessica@yatesny.com. 2375 Route 14a, Penn Yan, NY 14527. 315-536-3111.

Member Relations Specialist (Geneva, NY)

- POSITION OPENING- Organization: Geneva Area Chamber of Commerce. Title: Member Relations Specialist. Posting Date: February 12, 2018. Times/Hours: Chamber Office Hours, M-F 8:30-4:30. Position/Salary Level: Hourly, Entry Level. Description: The Geneva Area Chamber of Commerce is seeking an outgoing, friendly, motivated, self-starter to add to its growing team as the Chamber's Member Relations Specialist. This is an introductory position that has the potential to transition into a mid-management role at the Chamber. Professional etiquette, experience with basic administrative and office functions, excellent communication and customer service, telephone and computer skills are required. Upon hire, a one-month training period will take place alongside Chamber management to acquire valuable on-the-job techniques from experienced industry professionals. The ideal candidate will join the team as a self-starter who is ready to hit the ground running, and be trained on general office programs and procedures. This individual will be a natural communicator and problem solver, with a strong capability of thinking outside of the box, working independently, and most importantly- taking initiative while showing motivation and ambition. The Member Relations Specialist will be involved with a variety of Chamber operations and daily administrative functions, primarily pertaining to the programs and services that the Chamber provides for its member businesses and organizations. Examples of responsibilities include but are not limited to the following duties:

- Various methods of Membership Retention Communication and Outreach techniques
 - o New and Existing Member Services Follow up
 - o Outreach for Membership News, Contact Updates, Collateral Material Requests
 - o Content creation for Member Profiles, Newsletters, and other resources
- Internal inventory management, distribution and storage of all updated member materials
- Member Database Management
- Daily Visitor Services Data Log and Monthly Reporting
- New Member Recruitment Letters and Mass Mailings
- Social Media Content Creation and Fan Interaction Management
- Content creation and management for Chamber Website
- Assisting with the creation of Member Program flyers and promotional materials
- Assisting the Member Program Coordinator with various Member Marketing and Advertising Program details
- Assisting with Monthly Business After Hours Networking Mixers
- Assisting with the administrative and logistical planning for three (3) major annual events and fundraisers

Qualifications and Requirements:

- Professional presence and demeanor, with general business knowledge of working in a professional office setting
- Use of Microsoft Office Suite program basics: Word and Excel. Knowledge of Microsoft Publisher or other design and desktop publishing programs preferred, but not required.
- Basic knowledge of Social Media Platforms. General understanding of Website and content database programs such as WordPress preferred, but not required.
- Strong communication skills- this includes written, verbal and interpersonal.
- Must be detail-oriented and able to multi-task.
- Must be accountable, punctual, and have a reliable means of transportation.

~This position reports to the Membership Programs and Events Coordinator. ~

Please apply with your resume, a brief cover letter, and at least 2 professional references no later than March 1, 2018 to:
Geneva Area Chamber of Commerce

P.O. Box 587

Geneva, NY 14456

Phone: (315) 789-1776

Fax: (315) 789-3993

Email: info@genevany.com

All applicants should have a general understanding and be familiar with the following GACoC basic "fast facts:"

- The Geneva Area Chamber of Commerce is a private, membership-based organization with a sole focus of serving and representing its member businesses and organizations.
- As a primary benefit of Membership, the Chamber generates awareness and provides exposure for its members by effectively promoting the people, property, products and services of each. (-In short, we tell the stories of our members.)
- The Geneva Area Chamber of Commerce was originally founded in 1902 and remains one of the oldest operational Chambers on record.
- Currently serving an average membership base of 300 individuals and businesses, the Chamber represents a broad array of companies and organizations of various shapes and sizes, within a diverse makeup of industries and sectors.

- Located in the Finger Lakes region of New York State, the Geneva Area Chamber of Commerce serves the greater Geneva area and surrounding communities with a membership makeup spanning the 14-county region, from Rochester to Syracuse, Corning, Ithaca and beyond.
- The Chamber is a private 501(c)(6) not-for-profit organization.
- It is non-government based, and is not tourism or tax-funded, allowing for the expanded operations to work independently, and promote businesses without geographic designations, boundaries or restrictions.
- Chamber programs and operations are managed by a team of employees under the direction of the Executive Director, with leadership provided by a representative group of members serving as the Chamber's Board of Directors.
- Please visit the Chamber's Website and review the Member Benefits Overview. Facebook 2/20/18

SKILLED/MANUFACTURING

Production Positions (Penn Yan, NY)

- Remedy is now hiring for Silgan Plastics. Packaging, inspection, and production. Enjoy a clean and safe work environment. Pay starting at \$11.30/hr. Also recruiting for assembly, machine operation, general labor, and warehouse work. Call (315)781-6200. Dundee Observer 2/28/18

HVAC Installation Foreman (Phelps, NY)

- Halco currently has an opening for an HVAC Installation Foreman to help meet our customers' needs throughout the Upstate NY area. We are seeking out candidates that have a strong mechanical background, along with some remodeling and/or general carpentry experience for this position. The HVAC Installation Foreman's primary function is to take direction from the Project Manager and lead his team to successfully negotiate the installation of heating and cooling applications, water heaters, ductwork and other related products for our customers. Qualifications: Candidates will be expected to:
 - Have a minimum background of 3+ years in HVAC installation ****This is a requirement for the position. Candidates that do not meet this standard will not be considered.****
 - Possess your own tools
 - Be organized, efficient and punctual
 - Possess a valid NY State driver's license
 - Have the physical ability to lift 50 lbs.+ consistently
 - Understand how to provide customer service on a level that will both maintain our existing customer base and attract new clientele
 - Have strong leadership characteristics, along with problem-solving and decision-making skillsets
 - Possess the ability to work as part of a team in a fast-paced environment
 - Maintain a clean and professional appearance and positive attitude
 Benefits:
 - Paid vacation, holiday, sick days
 - Work year-round
 - Company-provided 3rd party supplementary disability policy
 - 401(k) with company match available after 1 year of employment
 - Full medical/dental packages available
 - Company-issued vehicle and gas card
 - Company-issued uniform
 - Company-issued mobile phone Craigslis post ID: 6524801767 3/9/18

Production Inspector Packer (Penn Yan, NY)

- We currently have openings for Inspector Packer Positions in Penn Yan NY. We have both 12-hour day and 12-hour night shift positions available. Day shift 8am- 8pm Pay starting at \$11.30 an hour. Night shift 8pm-8am Pay Starting at \$11.75 an hour. Positions are Temp-to-hire. \$100 Perfect attendance bonus per month. The job entails inspecting and packaging plastic bottles and containers into boxes. Will require you to be on your feet for 12 hours a day lifting from 15-35 pounds. Craigslis post ID: 6519506770 3/5/18

Packers and Material Handlers (Geneva, NY)

- Full Steam Staffing is looking to hire Material Handlers and Packers for Zotos Int. in Geneva, NY. Full Time Positions available on various shifts. Paid Weekly, Discounts on haircare products, most shifts offer weekends off. APPLY TODAY! 501 Exchange St, Geneva, NY 14456. (315) 325-4341. Craigslis post ID: 6510558511 2/26/18

Small Parts Assembly (Seneca Castle, NY)

- Small growing company needs help with assembly of parts we use in our technical instruments. This includes operations like cutting & stripping wires, hot gluing, cutting foam, PVC gluing, screwing wire terminals. As you learn more, the operations will get progressively more involved and higher-paying. Experience in manufacturing is an advantage but we'd like to know what other skills you might have to offer that we could utilize. Our company allows more flexible hours than any other. You can literally come and go as you please within our operating hours of 7AM-7PM, and there is no such thing as late to work! It would be an advantage if you were also flexible and could increase your hours if we get busy periods. We are always striving for the most pleasant work atmosphere we can possibly provide. We are looking for around 20 hours per week right now. Benefits we offer are subsidized health coverage, 11 paid holidays. Send resume to be considered.

Craigslist post ID: 6502366323 2/19/18

HVAC- Service Technician (Penn Yan, NY)

- Dailey Electric Inc. is looking to hire a full-time HVAC Service Technician. Diagnose and troubleshoot problems with HVAC equipment, repair or replace defective equipment, components, or wiring on HVAC equipment, carry out preventative maintenance tasks and inspections on HVAC equipment, install new HVAC equipment, 3-5 years' experience required, certification through the Environmental Protection Agency to handle refrigerants required, certification or associate's degree from an HVAC program at a technical school required, must hold state HVAC technician license, strong verbal communication skills, ability to explain complex HVAC issues with customers in a way they understand, critical-thinker, problem-solver, must hold state driver's license, must be punctual and adhere to a daily schedule with multiple appointments in different locations. Salary: \$45,000.00 to \$60,000.00/year. Required experience: HVAC- 3 years. Required education: High school or equivalent. Job Location: Penn Yan, NY 14527. Required license or certification: EPA. Apply at <https://www.indeed.com/jobs?q=HVAC&l=penn%20yan%2C%20ny&vjk=c6db3e6445a4b57b>.

Workforce Development 2/28/18

KanPak- Multiple Positions (Penn Yan, NY)

- **Packer - Downline- F/T- 1st, 2nd, 3rd shift**
- **Quality Control Auditor- Line**
- **Warehouse- Forklift Operator- 2nd shift**
- **Quality Assurance Laboratory Supervisor**

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

Workforce Development 3/12/18

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/>

March 2018

March 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.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 HSE: 9am-12pm JRT: 9:15am-12pm	6 Exempt Meeting: 11am	7 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	8	9	10
11	12 HSE: 9am-12pm JRT: 9:15am-12pm	13	14 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	15	16	17
18	19 NO HSE JRT: 9:15am-12pm	20 Jump Start: 1pm	21 NO HSE Life Skills: 1:30pm – 3:30pm	22	23	24
25	26 HSE: 9am-12pm JRT: 9:15am-12pm	27	28 HSE: 9am-12pm Life Skills: 1:30pm-3:30pm	29	30	31
<p>*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

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CAREER NAVIGATOR

AN INTENSIVE TRAINING PROGRAM FOR JOB SEARCH & SUCCESS

Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future.

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Job Seekers who:

- Desire to stay in the same field and who want to learn how to compete.
- Require an industry and/or career change based upon their transferable skills.
- Want support in identifying new search strategies, tools and techniques.

Itinerary:

Day 1: Ground Work (Foundations, Skill Assessment) STAR Stories

Day 2: Marketing Me - Marketing Plans, Summary Qualifications

Day 3: Speed Networking / Resumes & Cover Letters

Day 4: Resume Reviews & Interviewing

Day 5: Goal Setting and Search Teams

Dates and Locations:

Dates and Times: April 2 – 6, 2018 9 a.m. to 1 p.m.

Location: Ontario County Safety Training Facility, County Road 48, Canandaigua

Contact person:

Joseph.Lopez@dfa.state.ny.us at 585-396-4033

OR

LeeAnn.Haust@dfa.state.ny.us at 315-789-1771 Ext 117

TO ENROLL:

See a Finger Lakes Works Career Center Staff Person

Space is limited please be sure to make a reservation soon!

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

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Finger Lakes Workforce Investment Board
Visit us online at: www.fingerlakesworks.com



Frequently Asked Questions about Career Navigator

I have already attended workshops at Finger Lakes Works or elsewhere, why do I need this?

Career Navigator will explore some of these topics in more depth. You will also have the opportunity to work on your own personal assessment and plan your job search within a group structure that will become an important support system throughout your search.

I don't think I need it. I didn't have a problem finding a job before.

Let's hope that's the case again! Today's market figures, however, point to a more extended and challenging search period. Why not arm yourself with the most effective skills and tools for creating a successful outcome in the current job market?

I don't know what I want to do.

It's very common, and a good idea, to reassess career options at this time. Career Navigator will walk you through the self-assessment process, help you identify the skills you have that could be applied in another industry or occupation and give you the tools you need to explore those options so that you can make the best choices.

Will this get me a job?

No one can get you a job except you! Career Navigator will equip you to do the best job possible in that endeavor. CN is your launching pad to identify the tools and strategies that will prepare you to compete in today's job market.

Why do I need this? I have a good resume and/or I interview well.

Job search has changed and the strategies for successful job search are more than a resume or interview. Over 70% of job landings contain a component of networking.

I already have interviews lined up.

Are you getting interviews for jobs that you would take? Do you know how to be the candidate that is chosen from the interview? Do you know how to follow up after the interview process? Career Navigator will arm you with important interview, follow-up and negotiation techniques.

This layoff might be temporary.

In the event that it isn't, or that it occurs again, you can use this time to get the training you'll need, regardless. If other opportunities present themselves or in a future layoff, you'll be ready.

There aren't any jobs anyway, why should I bother.

You're right that most jobs aren't evident, but it doesn't mean they don't exist. In Career Navigator, you'll learn to find the "hidden job market." You'll learn how to get to the hiring managers before a job is even identified or posted. And you'll get the group support you'll need to be persistent in your search.

I am enrolled in training/school.

Getting new skills or updating your existing skills is good strategy. You'll still need to look for a job and you need job search skills. Career Navigator is the perfect way to begin the process even before you're done with school. Wouldn't it be great to have that new job waiting for you when you're finished?

*Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.*

YATES COUNTY JOB FAIRS 2018

WHERE:

Yates Community Center
463 North Main Street
Penn Yan, NY

TIME:

11am-1pm

JOB SEEKERS ARE
ENCOURAGED TO

Register On 

FOR ADDITIONAL
INFORMATION FOLLOW
YATES COUNTY
WORKFORCE
DEVELOPMENT ON



Businesses interested in
participating contact:

Lisa Principio

315-536-5140

lisa.principio@dfa.state.ny.us

Thursday, April 12th

Tourism, Hospitality,
Customer Service, Food Service,
Housekeeping

Thursday, June 14th

Human Service, Schools, Not for
Profits, Public Sector, Healthcare

Thursday, August 9th

Manufacturing

Thursday, October 11th

Entry Level, Food Service,
Housekeeping, Retail, Direct Care



Work & Life Skills Training Program
In Partnership with Yates Workforce Development



Workforce Opportunities • Workplace Solutions

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