

## Yates County Job Leads August 21<sup>st</sup>, 2017

### AUTOMOTIVE/DRIVERS

#### **Auto body Tech/ Painter (Geneva, NY)**

- Established Collision shop seeking collision tech & painter. Must have experience and own tools. Nice shop with clean working conditions. Please call to discuss. Call M-F, 8-5. Ask for Todd. 315-789-9809, Geneva Coach Inc.  
Craigslist post ID: 6255210244 8/8/17

### CUSTOMER SERVICE/SALES

#### **Customer Service (Penn Yan, NY)**

- WANTED: 5-6 people in all departments. 10 to 15 hrs. weekly. Must be able to work nights and weekends. Apply at Morgan's Grocery, 100 Hamilton St., Penn Yan.  
Chronicle Express 8/16/17

#### **Wine and Beer Tasting (Dundee, NY)**

- Starkey's Lookout is always looking for exceptional help. If you are interested in becoming part of the Starkey's Lookout team, please stop in and fill out an application or fill one out on our website and email it over. We are especially busy from May through November, so that is when we need extra help! You can either email the completed application or bring it into our tasting room at 5428 State Route 14 in Dundee, NY.  
Craigslist post ID: 6250987816 8/5/17

#### **Tasting Room Position (Hammondsport, NY)**

- Domaine LeSeurre Winery is looking for a hard-working, positive and friendly individual to join our winery. Essential duties and responsibilities include, but are not limited to serving wine and educating tasting room guests. Care and attention to customer service carries through all aspects of the work. All team members work together to maintain general up-keep of tasting room, including stocking wines, cleaning, and supporting the retail duties. Celine & Sebastien Leseurre, owners & winemakers, work hard to make every experience for our guests exceptional. There is a great opportunity to learn about wine in this position. An interest in wine is essential, but previous experience is not. The ideal candidates will have knowledge of the Finger Lakes region. Part-time job opportunities for August through November, with potential to continue year-round. Some weekends including holidays. Applicants should be 21 years old or older. Must be able to stand on your feet for long periods and safely lift 40lb cases of wine. Neat, professional appearance is a must. Please apply by responding via email (no calls or drop ins, please) with a resume and letter of interest.  
Craigslist post ID: 6242419407 7/30/17

#### **Winery Laborer (Hammondsport, NY)**

- We are looking for a PART TIME hard-working, positive and friendly individual to join our winery. No experience required; the employer is willing to hire a trainee. Experience in duties is preferred. Must be physically able to lift 50lbs, stand for long periods of time, lifts and bend and Work in various weather conditions. Duties include: plowing snow, cleaning, ground maintenance, construction projects, painting, cutting trees, driving tractors and bottling/labeling wine. Must be able to work weekdays. Part Time, 1 to 2 days a week. Please apply by responding via email (no calls or drop-ins, please).  
Craigslist post ID: 6241667830 7/29/17

#### **Parts/Service/Customer Service (Watkins Glen, NY)**

- Looking for a well-organized, experience-preferred, person to work at the front counter of a marina, answering phones, parts assistance, service writing, computer work (experience on computers required), as well as some outside work (winterizing boats, very light mechanical work, shrink-wrapping, etc.) Mechanical and/or boating background is a MUST! This is a full-time, SEASONAL, job. Weekends are a MUST! Hours are 10:00 a.m.-5:00 p.m. Please e-mail a resume if interested in setting up an interview.  
Craigslist post ID: 6238122154 7/27/17

### **Winery Tasting Room Staff (Dundee, NY)**

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking seasonal staff to join our team. Interested parties must have great customer service skills and availability to work some weekdays, as well as both Saturday & Sunday on a regular basis. Job duties may include offering wine tastings, selling wine, assisting guests, giving tours, running the cash register, stocking, cleaning, and other related work. Up to 40 hours available weekly, and monthly bonus pay when team sales goal is met. Glenora Wine Cellars is open daily, offering wine tastings and guided cellar tours. If you would like to be a part of Glenora's Retail Shop Team, please apply in person at the winery, 5435 State Route. 14, Dundee, NY 14837. Craigslist post ID: 6234099903 7/24/17

### **Winery Sales Associate (Penn Yan, NY)**

- Seneca Shore Wine Cellars is looking for Wine Sales Associates to work in our Tasting Rooms. Shifts available 7 days/ week, 10 am until 5 pm. One Weekend day is required. Must be at least 18 years of age and have reliable transportation. Applicants should appreciate high volume environments and have a sense of pride in their work. Skills required: Communicating well with others, being a team member, ability to work independently. Wine knowledge and sales experience desired but not required. Dependable hard working individuals should apply now! Major Skills Needed to Perform Job: 1. Customer Service 2. Team Mentality 3. Sales Experience. [jody@senecawine.com](mailto:jody@senecawine.com) OSOS 8/16/17

### **Store Team Member (Penn Yan, NY)**

- The Store Team Member position provides an opportunity, in a leading retail setting, to excel in a growing, high impact, customer focused role, working both independently and as a member of a team, to positively impact the lives of others. For a detailed job description and to apply, please visit <https://jobs.cvshealth.com/job/penn-yan/store-team-member/5770/1819824>. OSOS 7/24/17

### **Shift Supervisor Trainee (Penn Yan, NY)**

- The Shift Supervisor Trainee role is an entry-level, short-term role that prepares an employee to perform a higher-level supervisory role, such as Operations Supervisor or Shift Supervisor. The Shift Supervisor Trainee performs work as directed in order to prepare for future supervisory responsibilities, completes basic operations and management skills training, and also learns about key aspects of the business (e.g., building customer loyalty through exceptional service) and CVS/pharmacy culture. Upon successful completion of the training program, Shift Supervisor Trainees are eligible to be considered for promotion to open Operations Supervisor or Shift Supervisor positions. Education: High school diploma or equivalent required. Please apply at <https://jobs.cvshealth.com/job/penn-yan/shift-supervisor-management-trainee/5770/3571673> OSOS 7/24/17

### **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 7/24/17

### **Lead Sales Associate (Penn Yan, NY)**

- Dollar General is hiring full and part time lead sales associates. Lead sales associates function as a Cashier and/or Stocker and act in a lead capacity in the absence of the Store Manager or Assistant Store Manager, assist in setting and maintaining plan-o-grams and programs, provide exemplary customer service, perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets and reducing losses. To see a list of essential functions and to apply, visit <https://retail-dollargeneral.icims.com/jobs/85784/lead-sales-associate-pt-in-penn-yan%2c-ny/job?hub=12> OSOS 7/24/17

### **Tasting Room Associate (Keuka Park, NY)**

- Greet customers; provide information about the winery and our tasting room; provide samples of the wine and information about our products; encourage customers to buy our product and assist with selection; complete transactions. Cleaning of facility, other outdoor and indoor tasks, labeling wine during slower times will also be required. Must be able to carry on a conversation with customers; have experience with or be willing to learn about wine to provide accurate information to our customers. Must be a minimum of 18 years old. Must be willing to work weekends. Job is part-time and seasonal with responsibilities starting in mid-August and ending in early November. Apply at <https://www.indeed.com/cmp/Winery/jobs/Tasting-Room-Associate-14796ce5d05d25de> Indeed 8/14/17

### **Customer Service Rep (Penn Yan, NY)**

- Stork Insurance Agency is looking for a skilled problem solver to join our team as a Customer Service Representative. We need an enthusiastic individual who can listen to customers and offer quick and accurate assistance. The successful candidate for this role will have a strong command of our customer service procedures and be well-trained in product knowledge. Job Responsibilities: Answering incoming calls and e-mails regarding service questions, billing issues and general client concerns, responsible for maintaining a high level of professionalism with clients and working to establish a positive rapport with every caller, update customer information in the customer service database during and after each call, work with the management team to stay updated on product knowledge and be informed of any changes in company policies. Skills & Qualifications: High School Diploma, Associates Degree, computer skills are mandatory, excellent phone and e-mail communication skills, ability to remain professional with customers at all times, attention to detail. Benefits: Competitive pay based on experience, Monday - Friday (8:30 - 5), closed on weekends, training will be provided in-house, sick days, holidays, life insurance, health & disability insurance, 401(k) available to full-time employees. Indeed 7/28/17

### **Sales Associate (Penn Yan, NY)**

- Full Time with earned benefits (401k, paid vacation, medical). Valid Driver's License Required. Assist customers with purchases of hardware, appliances, and paint. Attention to detail and excellent customer service skills are a must. Weekend availability is required. The schedule rotates with other employees to cover weekends. Starting at \$10.75 per hour. Apply in person at Pinckney Hardware, 24 Main St., Penn Yan. Workforce Development 8/7/17

## **EDUCATION/SCHOOLS**

### **Substitute (Penn Yan, NY)**

- Building Substitute- one position available at each school for the 2017-2018 school year. Teacher Certification required. Guaranteed up to 175 days of work during the school year. \$105/day. To apply, submit an online application at: <https://pennyan.recruitfront.com/> Chronicle Express 7/26/17

### **Teacher Openings (Bath, NY)**

- Snell Farm Children's Center- Bath, NY. Physical/Health Education, Math, Special Education. Resumes to Melissa, [moneill@hillside.com](mailto:moneill@hillside.com) Dundee Observer 8/16/17

### **Middle School Mathematics Teacher (Geneva, NY)**

- Middle School Mathematics Teacher. St Francis de Sales- St. Stephen School seeks a full-time Math teacher for the 2017-2018 school year. Requires a strong background in middle school mathematics and thorough knowledge of Next Generation Math Standards. We hire knowledgeable, creative teachers with a passion for fostering student potential, an ability to craft inquiry based lessons using Math skills to solve real world problems, proficiency in instructional technology, and excellent classroom management skills. Ideal candidate will be comfortable using Google Tools for education and implement Project-Based learning in the classroom. Located at 17 Elmwood Avenue in Geneva, NY, we are a regional school serving students in pre-kindergarten through eighth grade from ten communities in the Finger Lakes. We are a DOR Catholic school, accredited by the Middle States Association of Colleges and Schools. Submit a resume, cover letter, certifications, and three professional references to Mrs. Mary C. Mantelli, Principal, via e-mail to [mary.mantelli@dor.org](mailto:mary.mantelli@dor.org). Dundee Observer 8/16/17

### **Art Teacher (Dundee, NY)**

- Dundee Central School is currently seeking a PK-6 Art Teacher to begin in the 2017-2018 school year. New York State Certification is required. All employees must be fingerprinted through the NYS Education Department. An application can be found online and should be sent by August 23, 2017 to: Laurie Hopkins-Halbert, Elementary Principal or Kelly Houck, Superintendent, Dundee Central School, 55 Water st, Dundee, NY 14837. Dundee Observer 8/9/17

### **Library Director 1 (Watkins Glen, NY)**

- The Watkins Glen Public Library is looking for a 24 hour per week Library Director I. Successful candidate will have a Master of Library Science Degree from an American Library Association accredited school. Two years of satisfactory professional library experience in a library of recognized standing after having earned an MLS degree is preferred. Salary commensurate with education and experience. Job description and information about application procedure available at [www.schuylercounty.us](http://www.schuylercounty.us) or call 607-535-8190. Submit Civil Service application, resume, and transcripts to Schuyler County

Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Applications accepted until position is filled, however priority will be given to those received by August 18, 2017. For more information about the library, see our website at [www.watkinsglenlibrary.org](http://www.watkinsglenlibrary.org) or stop in for a visit at 610 Decatur St in Watkins Glen. Dundee Observer 8/9/17

#### **Assistant Principal (Penn Yan, NY)**

- Assitant Principal at Penn Yan Elementary School. Minimum Requirements:
  1. Successful experience as a classroom teacher.
  2. Knowledgeable of current trends and with research relevant to student achievement and leadership development.
  3. Strong interpersonal and supervisory skills with the ability to work with diverse groups to articulate a vision and develop consensus.
  4. Holds or is eligible for certification as a School Building Level or School District Administrator.
  5. A Master's Degree.

Salary: \$65,000-70,000 based on experience.

Application Deadline: August 16, 2017

Anticipated Start Date: ASAP

Application Procedures: Interested candidates should submit an online application at <https://pennyan.recruitfront.com/>

Dundee Observer 8/9/17

#### **Multiple Positons (Watkins Glen, NY)**

- Watkins Glen Central School District is now hiring for the 2017-18 school year: Full Time Bus Drivers and Full Time Transportation Monitors. District will invest in training for the NEW drivers. Starting Rate \$17.05. Contact Michelle Clark, Transportation Supervisor with any questions at 607-535-3270. Dundee Observer 8/2/17

#### **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](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search) Workforce Development 8/16/17

## **HEALTHCARE/HUMAN SERVICE**

#### **LPN/CNAs (Penn Yan, NY)**

- Penn Yan Manor Nursing Home- paid vacation and personal time, shift differential, paid holidays, employer paid pension and life insurance, dental and health insurance, tuition assistance, recognition bonus, EOE, competitive pay. Positions open: Full Time Night Shift LPN, Full or Part Time Evening Shift CNAs. Please send resume and/or application to: 655 N. Liberty St, Penn Yan, NY 14527, fill out an application at the business office or print application from the web site: pennyanmanor.com Chronicle Express 8/16/17

#### **PCA (Penn Yan and Dundee, NY)**

- Personal Care Aide for the Enriched Housing Program at St. Mark's Terrace to float between Penn Yan and Dundee. Duties include housekeeping, laundry, personal care, meal preparation and activities. Part-time, including rotating weekends and holidays. Training provided. No calls please. Applications available at 110 Chapel St., Penn Yan, or 36 Millard St., Dundee. Chronicle Express 8/2/17

#### **Resource Advocate/Family Educator (Yates County)**

- Join our team of caring professionals providing high quality services to families and children. Pro Action's Head Start Program is seeking applicants for the position of Resource Advocate/Family Educator in the Penn Yan and surrounding Yates County area. Responsibilities: Duties of this 10 month, full time position include enrolling eligible children and families; completing home visits with program participants; providing educational activities for pregnant women, infants/toddlers, or 3-year-old children in a home-based setting; as well as supporting families in goal setting and accessing additional resources, as needed. Qualifications: A Home Based CDA is preferred. Equivalent coursework as part of an Associate's or Bachelor's Degree in Early Childhood will be considered. Must have excellent organizational and time management skills and flexibility. Must have a driver's license meeting agency standards and reliable transportation. To apply: Please send a letter of interest, resume, and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: [jobs@proactioninc.org](mailto:jobs@proactioninc.org) Chronicle Express 8/2/17

**LPN- Medication Supervisor (Montour Falls, NY)**

- \$1000 Sign-on bonus. FT position 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 8/16/17

**PCA/HHA (Montour Falls, NY)**

- PCA/HHA: 2 FT openings available assisting residents with personal care needs. Please send resume or apply in person at The Falls Home, 117 Schuyler St, Montour Falls. Dundee Observer 8/16/17

**Caregivers (Yates County)**

- Comfort Keepers is 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, Middlesex, Branchport, Potter, and Naples locations. Eligibility requirements include:

- Must be 18 years or older
- Experience with elderly whether 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](mailto:Briellewirth@comfortkeepers.com)

Craigslist post ID: 6268158209 8/17/17

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

- Administrator Long Term Care
- Biomed Tech II
- CNA or Certified Nurse Aide Training Program
- Critical Care Tech
- ED Crisis Evaluator
- Housekeeping Aide SSH
- In-Patient Counselor
- LPN- Clinic
- LPN Med Long Term Care- Bedside
- Paramedic/ Critical Care EMT
- Radiology Tech II
- RN Bedside- In-patient Mental Health
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Clinical Leader
- Security Officer
- Social Worker Outpatient LMSW/LMHC

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

<https://www.flhealth.org/body.cfm?id=107>

Workforce Development 8/16/17

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

- Center for Lifelong Learning Direct Support Professional
- Special Education Teacher- Keuka Lake School
- Direct Support Professional (Residential)
- Agency Registered Nurse
- Direct Support Professional (Substitute)
- Accountant
- General Education Teacher
- Speech Language Pathologist/Speech Therapist

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

Workforce Development 8/16/17

### **Pharmacy Technician-in-Training (Penn Yan, NY)**

- As a Pharmacy Technician in Training, you are a vital part of our wellness store team responsible for assisting the Pharmacist and Pharmacy Manager in serving our customers/patients and maintaining the Pharmacy department. In order to be able to properly serve our patients and to assist the Pharmacist and Pharmacy Manager it is essential that you become properly certified to assume the position of a certified Pharmacy Technician. The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician. For more details and to apply, visit <https://careers.info.riteaid.com/jobs/82930>. OSOS 7/24/17

### **RN (Yates and Schuyler Counties)**

- This position is responsible for direct nursing care for home bound patients residing in Yates and/or Schuyler Counties. The RN is responsible for the delivery of patient care. This involves the assessment of patient and family needs, and the development, implementation and evaluation of an appropriate plan of nursing care. This RN may also serve as the case manager, which involves the identification of appropriate services, supervision of home health aide staff and ongoing review and evaluation of the utilization of services. To apply, visit <https://re12.ultipro.com/EXC1006c/JobBoard/ListJobs.aspx?VT=EXTCan&SVRTRID=19CD2195-403D-4DC4-AC0A-6913EB1EB5F4> OSOS 7/24/17

### **Speech Therapist (Yates and Schuyler Counties)**

- Provides physician ordered speech/language therapy services, which include assessment, planning, developing and implementing an individualized patient therapy plan. Coordinates speech/language therapy with the interdisciplinary team care plan. To apply, visit <https://re12.ultipro.com/EXC1006c/JobBoard/ListJobs.aspx?VT=EXTCan&SVRTRID=19CD2195-403D-4DC4-AC0A-6913EB1EB5F4> OSOS 7/24/17

### **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> OSOS 7/24/17

### **Pharmacy Technician (Penn Yan, NY)**

- CVS Health is hiring a Pharmacy Technician. The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines. This position provides an opportunity, in a leading retail pharmacy setting, to excel in a complex, high impact patient focused role and to positively impact the lives of others. The ideal candidate must be able to triage pharmacy tasks, balance efficiency with accuracy, work both independently and as a team in a fast-paced environment, and achieve excellence in customer service through compassion and genuine care for all patients while ensuring all medication needs and regulatory compliance standards are met. Pharmacy Technicians must demonstrate ethical conduct and maintain patient confidentiality at all times. Essential functions and qualifications listed online. Education: Must have high school diploma or equivalent. Apply online at <https://jobs.cvshealth.com/job/penn-yan/pharmacy-technician/5770/1816910> OSOS 7/24/17

## **HOSPITALITY/RESTAURANT**

### **Waitress (Penn Yan, NY)**

- Hiring 2 PT/FT waitresses. Call 315-536-9269. Flexible hours; semi-retired may apply. Chronicle Express 7/26/17

### **Housekeeping (Montour Falls, NY)**

- Immediate day shift position available. Responsibilities include bed making, vacuuming, mopping, dusting, etc. in resident rooms and common spaces. Please apply at The Falls Home, 117 Schuyler St., Montour Falls. Dundee Observer 8/16/17

### **Waitress (Penn Yan, NY)**

- Skyline Trading Post is looking for dedicated, trustworthy wait staff to join our team. Serving/restaurant experience is a plus but not a requirement. Must be friendly, outgoing and a team player. Part time, possibly turning into full time in the fall. We are open from 6am to 9pm so there are several shifts available. Please stop by 3103 Skyline Drive and fill out an application if interested! Thank you!  
Craigslist post ID: 6249603471 8/4/17

### **Dishwashers (Penn Yan, NY)**

- Dishwashers needed full and part time at Top of the Lake Restaurant. Stop in to apply.  
Craigslist post ID: 6241870285 7/29/17

### **Front Desk Agent (Geneva, NY)**

- The Hampton Inn Geneva is preparing to hire for a cheerful person to add a smile to our friendly front desk staff. Are you always helping people? Do you instinctively know the right thing to do? Do you have a gift for getting people to like you? If you answered yes to any of these questions, then you might be the right fit to our front desk team! As a Guest Service Agent, you will: answer telephones and make reservations, check guests in and out of the hotel, and respond to guests needs in a positive manner. Applicants must have knowledge of basic computer skills. Punctuality and reliability a must. The ideal candidate will be flexible and be able to work holidays and weekends. Prior experience is helpful but not required. Training on all shifts is required including morning, evenings, and night audit. Come and learn about "Hamptonality" today! Fill out application at 43 Lake Street Geneva, NY 14456 Attn: Katie.  
Craigslist post ID: 6241135628 7/29/17

### **Grill Cook (Hammondsport, NY)**

- Burgers & Beer of Hammondsport is looking for a daytime grill cook, up to 40 hours a week. Great Pay!! Tips included! Drop off your application now!  
Craigslist post ID: 6236538332 7/26/17

### **Café Worker (Penn Yan, NY)**

- Immediate openings for full or part time employee. Candidate must have a strong work ethic, be self-motivated, be able to problem solve and the have the ability to multi task. General kitchen knowledge and great customer service skills a must. Does require standing for long periods of time, some lifting and some stairs. 223 Main St, Penn Yan, NY 14527.  
Workforce Development 8/7/17

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

- Sales Agent
  - Sales Development Representative
  - Seasonal Reservation Specialist
  - Housekeeper (Best Western Hotel)
- For full descriptions and to apply, please visit <http://flpllake.hrmdirect.com/employment/job-openings.php?search=true&internal=3170&dept=-1&city=-1&state=-1>  
Workforce Development 8/16/17

### **Hampton Inn (Penn Yan, NY)**

- **Room Attendant**- Thoroughly clean, sanitize, and maintain guest rooms and other assigned areas in a timely and organized manner to ensure guest satisfaction and rooms meet or exceed established standards. Please apply in person at the front desk.
- **Laundry Attendant**- Stripping linens, loading and unloading washers and dryers, folding and putting away laundry. To apply for any of the jobs listed above, please apply in person at the front desk. Workforce Development 8/21/17

### **Pizza Hut- Multiple Positions (Penn Yan, NY)**

- Assistant Manager- Apply at <https://my.jobs/7b5c339cbc964477aa16c836894624e8161>
- Shift Manager- Apply at <https://my.jobs/9845aa5591df46e88dd4369bce2eac28161>
- Restaurant General Manager- Apply at <https://my.jobs/c6097b7fdc954df5a4e11a3f0701a7a8161>
- Server- Apply at <https://my.jobs/2d5b074242ff4239b9f0cf8c63329aeb161>
- Team Member- Apply at <https://my.jobs/3a3d240792eb428f898cc1890650b516161>
- Delivery Driver- Apply at <https://my.jobs/5f80915d9e7d49c9ad17dc97e022cf5a161>
- Production/Cook- Apply at <https://my.jobs/a46b46ef7b91429c89d4c50ea4f4c6fd161>  
OSOS 8/21/17

## **LABOR/AGRICULTURAL**

### **Vineyard Worker (Dundee, NY)**

- Tabora Vineyards, Inc. is looking to hire a full time year round vineyard worker. Contact Phil at 607-207-7403.  
Chronicle Express 8/9/17

### **Cleaning and Counter (Penn Yan, NY)**

- Part-time Colonial Motel. Combination cleaning & counter work. Must be available weekends. High school students welcomed. Apply in person: Colonial Motel Office, 1756 West Lake Rd., Penn Yan. No phone calls please.  
Chronicle Express 8/9/17

### **Village Carrier (Dresden, NY)**

- Village Carrier needed for walk route in Dresden to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Call Bob at 315-536-4422. Chronicle Express 8/2/17

### **Motor Route Carrier (Dundee, NY)**

- Motor Route Carrier needed for Dundee area to deliver to Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Call Bob at 315-536-4422. Chronicle Express 8/2/17

### **Maintenance Help (Penn Yan, NY)**

- Camp Seneca Lake is looking for maintenance help for the rest of the summer. Must have own transportation. \$10 per hour. Call Bill at 315-730-4853. Chronicle Express 8/2/17

### **Farm Help (Penn Yan, NY)**

- Farm help wanted. Employment dates are as follows: August 28, 2017 through May 15, 2018. Job order number NY 1219482. C&D Wager Inc, Gridley Vineyards, and James Bedient need 4 temporary farm workers to plant, cultivate, pick, tie prune on an apple and grape farm. The location of work is Yates County, New York State. Contract covers 35 hours per week, 6 days per week. Work schedule times vary. Guaranteed ¾ of contract hours. All tools provided at no cost. Free housing provided for non-commuting workers. Transportation and subsistence reimbursed to worker upon completion of 50% of the contract. A work agreement must be signed covering the entire length of the contract. Pay rate of \$12.38 per hour. Piece rates are in effect for apples and grapes, check with the NYS DOL for further details. 3 months previous experience required. Applicants must email resume to [applewag@hotmail.com](mailto:applewag@hotmail.com), send to C&D Wager Inc., or apply at the nearest Department of Labor office using the job order number or call them at (877)466-9757. Any phone calls placed to C&D Wager Inc. for these positions will not be returned. Random drug testing and/or background checks may be performed post-hire at employer's expense. Chronicle Express 7/26/17

### **Temporary Vineyard Worker (Dundee, NY)**

- 9/5/17 through 7/1/18, eight temporary workers to operate, maintain farm machinery, prune and tie vines, harvest fruit. Work in all weather conditions. 1 month experience required. Adverse Effect Rate of \$12.38/hour. Work guaranteed for ¾ of total contract days, work tools provided at no cost, one time transportation and subsistence reimbursed after 15 days or 50% of contract and free housing to out of area workers. Contact closest State Workforce Agency 866-466-9757 to apply or NYS Dept of Labor website for information. Hermann J. Weimer Vineyard, Dundee, NY. Job #NY1220445. Dundee Observer 7/26/17

### **Cleaner (Penn Yan, NY)**

- Cleaner positions available. Person must be reliable and detail oriented. Must have experience using floor cleaning equipment. Overnight hours. Good pay. Please call (315)345-3309 if interested or reply to this posting. Leave your name, contact number and location you are calling about (Penn Yan). Craigslist post ID: 6273740187 8/21/17

### **General Labor (Penn Yan, NY)**

- Remedy Staffing has partnered with The Finger Lakes Premier stocker of organic grains, oats, seeds, and beans which is seeking a solid general labor candidate to work first shift. Hours are 7am to 4pm - Monday through Friday. Must be available to work OT as needed. The ideal candidate is able to think on their feet for a 8-9 hour day. Must be organized and highly attentive to details, work well with a small close team of co-workers and customers, be physically able to lift 50 and 80 lbs. bags routinely, be attentive to safety rules, the ability to drive forklift and operate motorized pallet jack a plus, work at ambient outdoor temperature year round, must have 10+ years of solid work history with good references on reliability. Craigslist post ID: 6269702279 8/18/17

### **Carpenter (Penn Yan, NY)**

- Looking for Carpenter/Apprentice/Foreman in the Finger Lakes area. Growing company looking for motivated people with construction background. Must have reliable transportation and a valid drivers license. Must have own hand tools. Pay base varies depending on experience. Work performed: residential and commercial remodeling, new construction, renovation.  
Craigslist post ID: 6266885641 8/16/17

### **Vineyard Laborer (Penn Yan, NY)**

- Prior vineyard experience not required but helpful -Knowledge of vineyard equipment use & maintenance a plus. - Demonstrate professionalism, initiative, creativity and flexibility. -Possess excellent overall communication, organizational, and project management skills. -Flexible work schedule will be required to execute the job function. Major Skills Needed to Perform Job: 1. Pruning 2. Mowing 3. Weed Reduction [jody@senecawine.com](mailto:jody@senecawine.com) OSOS 8/16/17

### **"Yard Dog" Mechanic Assistant (Penn Yan, NY)**

- Individual needed for cleaning boats, pumping gas, checking rental boats in and out, sweeping, weed eating, helping mechanics with winterization of boats, running cash register. Customer service is a must! \$9.70 hourly. To apply, contact the employer in person, or by telephone: Cheryl Bowers, 6508 East Bluff Dr., Penn Yan, NY 14527 (315) 536-8236. Full time. Both short term and long term positions available. OSOS 8/11/17

### **Delivery/Installation/Service Technician (Penn Yan, NY)**

- Full Time with earned benefits (401k, paid vacation, medical). Valid Drivers License Required. Basic Mechanical Skills. Good customer service skills. Training Provided. Must be able to lift and move heavy appliances while working as a team and taking care to not damage customer's property. Starting at \$10.75 per hour. Apply in person at Pinckney Hardware, 24 Main St., Penn Yan. Workforce Development 8/7/17

### **General Laborer (Geneva, NY)**

- 2 year + relevant construction experience trades or labor role. Reliable transportation to project site on Jackson Street in Geneva. Typical duties of technicians on a remediation site include: shoveling, decontamination of equipment and vehicles using hoses and brushes, laying of fabric, removal of material and debris, installing fences. Looking for people to start immediately. Will take military experience in place of construction. Call Marcus at 585-350-2736.  
Workforce Development 7/31/17

### **General Laborer (Penn Yan, NY)**

- Looking for a couple of punctual individuals who like working outside & are not afraid of manual work! Start out pay based on experience (\$11-\$15/hr), must have a valid drivers license. Job duties include outside manual work, some easy grounds maintenance & working well with others. <https://www.indeed.com/cmp/Ribble's-Septic/jobs/General-Laborer-f02169b64b522c27> Indeed 8/17/17

## **OFFICE WORK/MANAGEMENT**

### **Office Assistant (Penn Yan, NY)**

- Office Assistant in Penn Yan. P/T-F/T; multi-tasking. Send resume to Box #856, The Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 8/9/17

### **Receptionist (Montour Falls, NY)**

- Immediate PT position available. Excellent 2<sup>nd</sup> job/income. Good communication skills a MUST. Experience preferred, but will train. Please apply at The Falls Home, 117 Schuyler St, Montour Falls. Dundee Observer 8/16/17

### **Reporter (Dundee, NY)**

- We are adding staff, must have experience with meeting coverage and local features. College journalism preferred. Position is part-time with two award-winning weekly newspapers. Must live in Schuyler, Steuben, or Yates County for this position. Contact the publisher: [gcl@fingerlakesmedia.com](mailto:gcl@fingerlakesmedia.com). Dundee Observer 8/2/17

### **Experienced Bookkeeper/Office Manager (Geneva, NY)**

- Well-established local CPA firm has an opening for key person to oversee office and handle monthly, quarterly and year-end bookkeeping for outside clients. Must have at least 3-5 years' experience with QuickBooks and have a minimum 2-year

accounting degree. Computer skills are essential for this position. This is a full-time position. We are looking for someone with excellent communication skills (both verbal and written). Tax return preparation experience helpful. This is a career opportunity. Craigslis post ID: 6248163690 8/3/17

#### **Accounting Associate (Penn Yan, NY)**

- Kelly Services currently has an Accounting Associate opening in Penn Yan with a leading manufacturer that has defined the plastic bottle industry for more than 50 years. In this position, the Account Associate will perform a variety of accounting, bookkeeping and inventory tasks. Rate of pay will be based on previous experience and knowledge. This is a first shift, Monday-Friday, temporary position (exemplary hires may be considered for conversion). Responsibilities include: Provide accounting and clerical support to the accounting department, provide assistance and support to other company personnel, reconcile variances between invoices and bills, run manufacturing software programs to process business transactions such as; accounts payable and receivable, disbursements, expense vouchers and receipts , prepare and maintain accounting documents and records, daily entry of data into multiple databases , research, track and restore inventory problems and discrepancies, inform management and compile reports/summaries on activity areas, payroll will be added to responsibilities sometime in the future, function in accordance with established standards, procedures and applicable laws, constantly update job knowledge.

<https://kelly.secure.force.com/CandidateExperience/CandExpJobSearch?cLang=English&keywords=&location=14527&jobCategoryList=&search=1> OSOS 7/24/17

#### **Part Time Teller (Penn Yan, NY)**

- Five Star Bank in Penn Yan is looking to hire a part time teller. Position is scheduled for 25 hours per week with a salary range of \$9.62-\$15.30 per hour. To apply, please visit <https://my.jobs/ed72fe750ae44001951938df994d6c46161>.

OSOS 7/24/17

#### **Assistant Store Manager (Penn Yan, NY)**

- Dollar General is hiring an assistant store manager. The store manager will supervise store employees, assist with efficient management of inventory and effective presentation of merchandise, and ensure a safe working environment while providing for the protection of company assets. For a full list of essential functions and to apply, visit <https://retail-dollargeneral.icims.com/jobs/85783/asst-store-mgr-in-penn-yan%2c-ny/job?hub=12>

OSOS 7/24/17

#### **Store Manager (Penn Yan, NY)**

- Dollar General is hiring a store manager. The store manager is responsible for the management of all employees in the effective planning and implementation of all store processes, including ordering, receiving, stocking, presentation, selling, staffing and support. For a full list of duties and essential functions and to apply, visit <https://storemanager-dollargeneral.icims.com/jobs/136820/store-manager-in-penn-yan%2c-ny/job?hub=12&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

OSOS 7/24/17

#### **Administrative Assistant (Watkins Glen, NY)**

- The Arc of Schuyler seeks a full time Administrative Assistant to provide reception support as well as organizational assistance to various departments that include residential, nursing, human resources, and quality assurance. Position performs receptionist and general secretarial work in addition to playing a key role in monitoring provider quality and regulatory compliance, auditing critical reports, staff scheduling, and coordinating multiple department calendars. Duties include answering and redirecting incoming calls, managing correspondence, word processing, filing, and data entry. Candidate must be well organized and extremely detail-oriented with excellent customer service, writing, reporting, and computer skills. Candidate must also be comfortable with problem solving in a challenging environment and be able to maintain a high degree of confidentiality to ensure protection of sensitive information. High school diploma required; Associate's Degree preferred. Position is 37.5 hours a week, day time shift. Starts at \$11.52/hr. Health insurance, 401(k), paid time off, and other benefits available the first of the month after 60 days.

Indeed 8/14/17

## **SKILLED/MANUFACTURING**

#### **Assembly (Penn Yan)**

- Remedy Intelligent Staffing is now hiring in Penn Yan for assembly & quality on ALL shifts! Competitive pay, benefits, incentives, 40 hours, weekly pay. Call Remedy today! 315-781-6200. Chronicle Express 7/26/17

### **Machine Operators (Watkins Glen, NY)**

- US Salt LLC- An industry leader in food grade and pharmaceutical salt production is seeking Machine Operators and Maintenance personnel in Watkins Glen, NY. Positions are full time, year round, with benefits, in a manufacturing type environment. Applications are being accepted at the Schuyler County Human Services Complex at 323 Owego St in Montour Falls. Dundee Observer 7/26/17

### **Day and Night Shift Inspector (Penn Yan, NY)**

- We are looking to hire 20 new employees to join our team thanks to increased business demands for 2017. We have both day and night 12 hour shifts available for inspector packer positions. Pay is \$11.00 for days and \$11.75 for nights, with overtime available weekly. As an inspector packer, you would be inspecting and ensuring the quality of the finished product before packaging it to go to our consumers. Paid training is provided. These positions are 12-hour shift and would require a person to be on their feet throughout their work day. If you are interested in learning more about these positions and our team text your name and "Penn Yan" to 585 412- 8534. Interviews Immediately!! Craigslist post ID: 6256630467 8/9/17

### **Industrial Sewer (Canandaigua, NY)**

- Full time opportunity in Canandaigua. 4-day work weeks, Monday-Thursday, 6:30am-5pm. Openings for 1st shift. Employer sponsored health insurance and paid holidays after 3 months of employment. Responsible for sewing various types of materials and fabrics into various sizes and shapes (tents, pouches, covers). Experience is preferred, but not necessary, will train. Ability to read drawings/patterns a plus. Apply in person, Select Fabricators, 5310 North Street, Bldg. 5, Canandaigua. Workforce Development 8/7/17

### **Machinist (Dresden, NY)**

- Abtex in Dresden is searching for a machinist to support the growth of their business. Qualified candidates should have experience with and be comfortable using basic machine tools including mills, lathes, drill press, etc. and producing parts and components from engineering prints. Abtex offers an attractive compensation including year-end bonus, profit sharing, 401k plan with match, health care and paid vacation time. Join a comfortable, team oriented work environment. Please forward your resume to [ladler@abtex.com](mailto:ladler@abtex.com). Workforce Development 7/24/17

### **Electrician (Penn Yan, NY)**

- Our electrical service company is growing quickly, and we're hiring! We are currently in need of an experienced and skilled Electrician to join our team. We offer competitive pay and full benefits, and invite professionals who are looking for steady work to apply today! Electrician responsibilities include but are not limited to: Read blueprints or technical diagrams. Install and maintain wiring, control and lighting systems. Identify electrical problems using a variety of testing devices. Repair or replace wiring, equipment or fixtures using hand and power tools. Follow state and local building regulations based on the National Electric Code. Direct and train workers to install, maintain or repair electrical wiring or equipment. Resumes expected and can be emailed to [daileyelectricinc@gmail.com](mailto:daileyelectricinc@gmail.com) with the word "Resume" in subject line. Call Leah at 315-531-8108 for inquiries. Applications also may be picked up the office. OSOS 8/7/17

### **KanPak- Multiple Positions (Penn Yan, NY)**

- **Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift**  
Our Downline Packer associates are responsible for product coming off the line from the time it is filled until it has been boxed and stacked onto pallets, ready to go to the warehouse for storage. High School / GED required and 2-3 years' experience or equivalent employment preferred.
- **Maintenance Technician- 2<sup>nd</sup> shift**  
Maintenance technicians have the job of keeping our facility running at the very peak of performance. The duties they do are absolutely invaluable to us, because without them our operations might grind to a halt! High School / GED required, Associate's degree preferred. Must have experience with electro-mechanical, pneumatics, PLC controllers, and process instrumentation, 2-3 years' experience or equivalent employment, specialized training in forklift operations.
- **Warehouse Forklift Operator**  
Our Warehouse associates receive, select, store and load products and/or materials. Safely operate all material handling equipment. Accurately complete all associated paper work and maintain clean work area consistent with company standards.
- **HTST (Yogurt) Processor**  
This is a very important position at KanPak. Our HTST (High Temperature Short Time) Operator will perform various tasks that may include operating multiple Pasteurizers, cleaning and sanitizing equipment and perform visual quality checks.
- **Quality Control (QC) Auditor- Line 2<sup>nd</sup> shift**

Our Line QC staff perform initial line clearances for beginning of production on either aseptic product lines or yogurt lines.

- **Wastewater Treatment Operator- 2<sup>nd</sup> and 3<sup>rd</sup> shift**

Our Wastewater Treatment associate operates treatment facilities to control flow and processing of water/wastewater, sludge, and effluent.

- **Janitor/Housekeeper**

This entry level position requires the performance of repetitive tasks to be completed in a sanitary and orderly manner. This is a fast-paced position.

- **Receptionist/Front Desk Attendant**

The front desk clerk/receptionist performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing, and record-keeping.

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799> OSOS 8/21/17

### **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 Manufacture. 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. Welding experience helpful but not required.

Indeed 7/25/17

### **Helpful Links**

Yates County Job Leads: [www.yatescounty.org/workforce\\_development](http://www.yatescounty.org/workforce_development)

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/>

## August 2017

### August 2017: 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  <b>Exempt Meeting:</b> 11am	2  <b>Life Skills:</b> 1:30pm – 3:30pm	3	4	5
6	7  <b>JRT:</b> 9:15am-12pm	8  <b>Training Options:</b> 1pm	9  <b>Life Skills:</b> 1:30pm – 3:30pm	10	11	12
13	14  <b>JRT:</b> 9:15am-12pm	15  <b>Jump Start:</b> 1pm	16  <b>Life Skills:</b> 1:30pm – 3:30pm	17	18	19
20	21  <b>JRT:</b> 9:15am-12pm	22	23  <b>Life Skills:</b> 1:30pm – 3:30pm	24	25	26
27	28  <b>JRT:</b> 9:15am-12pm	29	30  <b>Life Skills:</b> 1:30pm – 3:30pm	31		

**\*Notes:**

\*HSE: High School Equivalency

**\*Monthly Exemption Meetings:** Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.

### "Options Workshop"

An online presentation/discussion using Google Group

**PLEASE CALL AHEAD TO REGISTER: FOR WORKSHOPS (315)-539-1905**

**Work Keys for Job Seekers:** The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today's workplace.

**How does the Career Readiness Credential work?**

**Building on a Proven Program**

The CRC is based on established Work Key assessments, a nationally recognized system. To earn a CRC, individuals undergo testing related to reading, applied math, and locating information through the Work Keys skills assessment system. The credential confirms a person's competence in these skill areas and provides documentation to an employer in today's workforce.

#### **How to Earn a CRC**

Finger Lakes Workforce customers can obtain a Career Readiness Credential by taking the three Work Keys assessments. Contact a Finger Lakes Workforce One Stop Center Representative or call 315-536-5140 for more information.

#### **Ask about SMART 2010 Today!!!**

SMART 2010 is a computer program that analyzes a customer's resume for skills and work experience. Using that data, the computer can establish matches with current jobs throughout the state. The system then recommends to the client by means of E-mail a number of job matches based on the likelihood that the individual will follow the same career path. Many job seekers possess skills for jobs that they may not consider in their day-to-day job searches. SMART 2010 looks at the entire person as a result of their resume. The program then searches for the best job openings available, immediately opening the door to

**Resume 101 (1 hour):** An individual's resume is the first impression for a potential employer. A resume is a summary of experiences, skills, abilities, qualifications, and personal characteristics that are highlighted to present how a person can be an asset to a business or agency. Whether you have a resume prepared or would like to create a resume for the first time, this workshop will help give you valuable information on how to present yourself to a potential employer.

**Interviewing Skills (1 hour):** You got the interview, now what? Find out what employers want to know through this informational workshop about interviewing skills and techniques. Learn the importance of making a good first impression, how to best present yourself, and answering those tough questions during the interview.

**Budgeting Workshop (1 hour):** Information on money management including personal checking and savings accounts, credit cards, and personal loan.

**Job Club:** Come network with other job seekers and gain information about how to effectively seek and obtain employment. As part of this group, you will learn the fundamentals of networking, share leads, provide support, exchange information, and share experiences that will assist you in your job search and career goals. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

**Work Keys:** The basis for the **National Career Readiness Credential (CRC)**, which certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants' skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied WorkKeys assessments are designed to identify training or remedial training needs to increase a person's marketability. Skill gaps can be addressed and closed through an online training program, Key Train, designed to bolster your WorkKeys skills.



**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**