

Visit our website weekly for updated job leads! Updates available by noon on Mondays. [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

## Yates County Job Leads August 19, 2019

### AUTOMOTIVE/DRIVERS

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

- Penn Yan motor route carrier needed 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. The Chronicle-Express, 138 Main St., Penn Yan, NY. Chronicle Express 8/14/19

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

- Carrier needed for walk route in Dundee 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 Ad-Viser 138 Main Street, Penn Yan, NY. Chronicle Express 8/14/19

#### **Automotive Technicians (Penn Yan, NY)**

- Friendly Dodge Chrysler Jeep in Penn Yan, NY is seeking Automotive Technicians. B & C level technicians encouraged to apply. ASE Certifications - a plus. Business in our shop is booming and we need to fill these positions now! Let us make you an offer! We are ranked number one by our customers in sales, customer satisfaction, service & parts. Best pay plan in the region! Interviews with our Managers are by appointment only – Submit your resume today! Friendly Dodge Chrysler Jeep 2499 State Route 14A, Penn Yan, NY 14527  
Craigslis post id: 6952205173 8/12/19

#### **CDL Drivers (Dundee, NY)**

- Cardinal Disposal is looking for full time CDL class A and B drivers. We are locally owned and operated. We are looking for some positive team players to grow with us. \*\*Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single policy. Approximate weekly cost: \$43.19 for employee. Dental Insurance (Guardian) pays 25% of single policy. Approximate weekly cost: \$5.05 for employee. After 1 year: IRA company match up to 3%. Experience - truck driving: 1 year (Preferred) License - CDL (Preferred) To apply, contact the employer in person, by telephone, by email, or on-line: Mary Ann Lewandowski, 635 Shannon Corners, Dundee, NY 14837. Phone: (607) 243-7568. Email: [maryann@cardinaldisposal.com](mailto:maryann@cardinaldisposal.com). Web-site: <https://protect2.fireeye.com/url?k=95fd3122-c9d9c743-95ffc817-0cc47a6d17e0-27295d5499c7b695&u=http://www.cardinaldisposal.com/>. OSOS 8/7/19

#### **Mechanic (Dundee, NY)**

- Cardinal Disposal has a fleet of over 15 trucks that needs maintenance, roadside assistance and repair. We are looking for an experienced diesel mechanic that has knowledge in repairing multiple brands, understands all systems of a diesel truck including engine repair and rebuilding, cooling, braking, transmissions, suspension, diagnostics, electrical and safety components. We will train you on the workings of the actual trash compaction units and hydraulic components. \*\*Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single

policy. Approximate weekly cost: \$39.99 for employee. Dental Insurance (Guardian) pays 25% of single policy. Approximate weekly cost: \$4.94 for employee. After 1 year: IRA company match up to 3%. Interested applicants may email resumes to: [maryann@cardinaldisposal.com](mailto:maryann@cardinaldisposal.com) OSOS 8/7/19

#### **Delivery Driver (Penn Yan, NY)**

- Pizza Hut has openings for Pizza Delivery Drivers. Here are a few skills you should have from the get-go, as well as some requirements: A clean driving record. Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle. Friendly demeanor - Smile, tell a joke, treat our customers like you would your family and friends. Think of it this way - a smile and a kind word can mean the difference between a wallet full of tips and just some extra change for your cup holder. Keen sense of direction: You should know how to read a map and find your way around your delivery area. Age restrictions: Our delivery drivers need to be at least 18 years old. Dress the part: We'll provide you with a uniform. We just ask that you keep it clean and come to work wearing it. Just a few more things: You'll need some basic math skills, the desire to work as part of a team and enthusiasm for learning. Keep in mind, this is just basic information. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=c14945c38363665c>

Indeed 7/31/19

#### **Bus Operators (Penn Yan, NY)**

- Yates Transit Service, Inc. is seeking full-time and substitute Bus Operators. Full Time Bus Operators - \$13.50 an hour. Substitute Bus Operators - \$12.50 per hour. Contact the Operations Manager, Lisa Minns, Yates Transit Service, Inc., 240 North Avenue, Penn Yan, NY 14527. Phone: 315-694-7700. [www.yatestransitserviceinc.org](http://www.yatestransitserviceinc.org).

Workforce Development 7/16/19

## **CUSTOMER SERVICE/SALES**

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

- Dollar General has an opening for Store Manager. 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. Knowledge and Skills: Ability to read and interpret documents such as diagrams, safety rules, operating and maintenance instructions, and procedures manuals. Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages. Knowledge of cash handling procedures including cashier accountability and deposit control. Ability to perform IBM cash register functions to generate reports. Knowledge of inventory management and merchandising practices. Effective oral and written communication skills. Effective interpersonal skills. Knowledge of recruiting, interviewing, hiring, counseling and termination practices including legal compliance and internal processes. Knowledge of cash, facility and safety control policies and practices. For a complete list of duties and to apply go to: <https://nlx.jobsyn.org/9a259a6fa0924fab9ec945f2e996dba0161>. OSOS 8/8/19

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

- Rite Aid has an opening for part time Pharmacy Technician-in-Training. As a Pharmacy Technician, you are a vital part of our wellness store team that is responsible for the day to day operations of the pharmacy and the care and service provided to our customers/patients. In order to effectively work with the pharmacy team and be able to properly serve our patients, it is essential that you successfully complete the Rite Aid Pharmacy Technician Training & Certification Program. The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician. All duties described in this document are to be performed in keeping with the core values and service attributes consistent with the Rite Aid brand and strategy. Experience/Requirements: Basic keyboarding/typing skills to efficiently enter information. Ability to meet minimum age and other requirements as set forth in state law. Ability to work a flexible schedule to meet the needs of the business. Pharmacy Technician experience or education required. Retail and/or customer service experience preferred. Education: High school diploma or general education degree (GED). Pharmacy Technician registration or certification where required by state law. Willingness to enroll and complete the Rite Aid Technician Training Program within the specified period of time. For additional details, a full job description and to apply go to: Web-site: <https://nlx.jobsyn.org/48479b9edc4442998dc4aa37f0b06eb5161>. OSOS 8/8/19

#### **Customer Relations Specialist (Penn Yan, NY)**

- Suburban Propane is currently looking for a Customer Relations Specialist to play a pivotal role in helping to support excellent customer service, customer retention and new customer acquisition. As a Customer Relations Specialist, you will serve as a main point of contact for our customers by handling inbound and outbound sales and service related calls which

involve resolving issues, determining customer needs, offering appropriate products and services, closing sales and maintaining accurate customer records. Responsibilities: Handle a high volume of incoming calls ensuring customer service quality, efficiency, and accuracy at all times. Maintain an in-depth knowledge of Suburban Propane products and services, customer account and billing processes, new customer information, and various policies and procedures related to product delivery and service. Utilize a proactive sales approach with every customer interaction to uncover additional sales and service opportunities. Present a professional, confident and enthusiastic image to develop trusting relationships with all customers. Effectively manage customer account data which includes setting up new accounts and maintaining related data. Qualifications: Minimum of 3 years of experience in a customer service role. Minimum of a High School diploma or GED preferred. Solid computer skills including Microsoft Office, data entry and the ability to run and analyze reports. Ability to multi-task and prioritize assignments in a team environment. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=60&vjk=dfcf653fa6ad2a64>

Indeed 8/3/19

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

- The Multi-Unit Manager coordinates and supports all activities within the assigned geographic area. Trains, coaches and supports managers. Plans and sets business goals. Focuses on in-store issues. We are looking to fill this position immediately. Tasks and responsibilities include but are not limited to: 1) Crew member coaches and trains shift managers, assistant managers, and managers on operational excellence. Helps to develop new hire orientation programs and rewards programs, monitors training processes to ensure quality training of team members. Develops and maintains staffing levels for managers and assistant managers. Implements management training. 2) Provides leadership to Managers and staff in the geographic area to ensure compliance with standards, as outlined in the Subway® Operations Manual, and applicable government regulations. 3) Ensures that correct operational procedures are followed and takes corrective action if necessary. 4) Works with staff to achieve sales goals, using available reports to identify opportunities. 5) Supports local and national marketing initiatives. 6) Completes University of Subway® courses as directed. Education: High School Diploma or equivalent, college degree preferred. Experience: 3-5 years of successful, operational management experience in a restaurant environment. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=cd0216512a6ed207>

Indeed 8/1/19

### **Clerk/Cashier (Dundee, NY)**

- Dandy Mini Mart has an opening for Clerk/Cashier. Responsible for handling the cash register and other tasks and duties as assigned. Has knowledge of laws and policies for tobacco, alcohol, and sales. Education and Training Required: Must have a high school diploma or a GED. Experience Requirements: Previous retail experience a plus, but not necessary. Must have strong communication skills and able to work in a high volume environment. Special Requirements: May be required to work holidays, weekends, overtime, or during hours other than those, which are considered as the normal work schedule. Must maintain professional appearance and conduct in representing the department and the Company to management, employees, and the public. Physical Demands: Standing for extended periods of time. Requires frequent bending and reaching. Requires lifting 10-20 pounds of weight frequently and up to 50 pounds of weight on occasion. Requires walking around the complex on a daily basis. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1564063752173&pts=1564059950079&rq=1&fromage=last&vjk=4801964f203356af>

Indeed 7/25/19

## **EDUCATION/SCHOOLS**

### **Various Substitute Openings (Hammondsport, NY)**

- Hammondsport Central School is accepting applications for Substitutes in the following areas: Instructional: Teacher and Teacher Assistant. Non-Instructional: Teacher Aide, Cleaner, Bus Driver and Food Service. Interested persons may obtain an application and NYSED fingerprint clearance information from the District website, [www.hammondsportcsd.org](http://www.hammondsportcsd.org). Completed applications, letter of interest, resume, credentials, and proof of NYSED fingerprint clearance may be mailed to Nancy Clark, District Clerk, Hammondsport Central School, 8272 Main Street, Hammondsport, NY 14840 or submitted directly to the District Office.

Dundee Observer 8/14/19

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

- St. Michaels School has an opening for a PreK – 5th grade Physical Education Teacher starting Fall 2019. Contact Erika Holland at 315-536-6112. [smpydcs.org](http://smpydcs.org)

Chronicle Express 8/14/19

### **Substitute Positions (Rushville, NY)**

- Marcus Whitman Central School District has the following openings: Substitute Bus Driver; Substitute Bus Monitor; Substitute Teacher Aide; Substitute Food Service Helper; Substitute Cleaner. Job Qualifications: Must meet Yates County Civil Service requirements. These are non competitive positions. There is no exam for these positions. Applicants must be a legal resident of Yates County or one of the contiguous counties (Ontario, Schuyler, Seneca or Steuben) at least one month prior to application. To apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1564414928444&pts=1564406962017&rs=1&fromage=last&vjk=502451c72b43c49b> Indeed 8/10/19

### **Youth Services Provider (Penn Yan, NY)**

- Want to make a difference in a young person’s life? Become a Youth Services Provider at Pathways, Inc. You would be a primary support to assist youth in various aspects of their life by paving the way to success that is both person-centered and strength based. Hours vary according to the needs of the individual served. Hours are primarily in the evenings and on weekends. For more information and to apply contact: Carolyn Little M.S., Manager of Youth Services, Pathways, Inc., 33 Denison Parkway West, Corning, NY 14830. 607-937-4551. Workforce Development 8/9/19

### **Peer Outreach Coach (Geneva, NY)**

- Lakeview Health Services has an opening for Peer Outreach Coach. Individual will perform a wide range of recovery-based services, vocational/educational training, skills training, driving a company owned bus or van, transporting consumers to and from activities based on a pre-determined schedule, and reporting functions related to the day-to-day operations of the Psychosocial Club/Drop-in programs. Individual should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals’ boundaries and differences. Peer also provides outreach services to help individuals link with the club program. Qualifications: High School Diploma and/or a minimum of 2 years of experience working with special needs consumers in a recovery-based or vocational/rehabilitative setting. Completion of the Peer Certification Program is required within one (1) year of hire date. Possession of the CPRP credential is a plus. Must have a valid driver license or be eligible for the appropriate NY State driver license at time of application. Lived experience with mental health services. Shift Schedule: M-F 8:30am–4:30pm or 9am–5pm. Hiring Range: \$12.50 – 14.26/hr. plus benefits. Internal applicants please submit an internal application to your manager for approval. External applicants please visit our web site at:  
[www.lakeviewhs.org](http://www.lakeviewhs.org). Workforce Development 8/9/19

### **Recovery Coach (Penn Yan, NY)**

- Lakeview Health Services has an opening for Recovery Coach. Individuals should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals’ boundaries and differences. Qualifications: Any combination of education and/or experience providing the necessary skill and knowledge for successful performance would be qualifying. High School Diploma with a minimum 2 years’ experience working with special needs consumers in a recovery based or vocational/rehabilitative setting. Possession of the CPRP credential is a plus. Must have a valid driver license or be eligible for the appropriate NYS driver license at time of application. \$12.50-\$14.26 per hour, plus benefits. Internal applicants please submit an internal application to your manager for approval. External applicants please visit our website at:  
[www.lakeviewhs.org](http://www.lakeviewhs.org). Workforce Development 8/9/19

### **Multiple Positions- Keuka College (Keuka Park, NY)**

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit <https://keuka.edu/hr> Workforce Development 8/12/19

## **HEALTHCARE/HUMAN SERVICES**

### **RN Case Manager (Dundee, NY)**

- Lifetime Care is seeking a full time RN Case Manager. The RN Case Manager is responsible for the delivery of comprehensive nursing care to a set of assigned patients at a specific point in time. This involves the assessment of patient and family needs and the development, implementation and evaluation of an appropriate Plan of Care, making changes in response to changing patient needs. The RN Case Manager identifies appropriate interdisciplinary services needed, coordinates those

services and supervises Private Duty Nurses (PDN) as applicable. Consistently demonstrates high standards of integrity by supporting the Lifetime Healthcare Companies mission and values and adhering to the Corporate Code of Conduct.

Maintains high regard for member privacy in accordance with the corporate privacy policies and procedures. Regular and reliable attendance is expected and required. For complete details and to apply go to:

<https://recruiting.ultipro.com/EXC1006EHP/JobBoard/06b719af-daa0-40f4-8734-e330f26f401e/Opportunity/OpportunityDetail?opportunityId=3c0d4c1b-f22c-44eb-8c95-010da7c7c1c8&sourceId=cfb282a2-9f11-4a43-a0f4-c3ea31d4c165>

OSOS 8/15/19

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

- Lifetime Home Health Care has an opening for Full or Part Time LPN. The LPN is responsible for the delivery of nursing services to assigned patients. The duties and responsibilities for the care to be delivered by the LPN are identified and defined by the team manager. The LPN most often is responsible for administering specific nursing interventions, such as dressing changes, catheter care, and injections, and may also be involved in patient/family teaching. Minimum Qualifications: Graduate of an accredited school of licensed practical nursing and a valid NYS LPN license required. A minimum of 4 years LPN experience in an acute care setting or equivalent thereof. Experience in administering medication. Ability to travel and valid NYS driver's license required. Must demonstrate solid interpersonal, organizational and time management skills. Basic computer skills are necessary, including but not limited to the ability to navigate on a personal computer within a Windows based operating environment; the ability to access and create basic e-mail messages; and the ability to open, edit, and save basic electronic documents if necessary. With training provided, must demonstrate the ability to learn and utilize new systems, computer applications and operating environments as necessary. To apply go to:

<https://nlx.jobsyn.org/2801f26b3f5248509612d0c74aef5233161>

OSOS 7/31/19

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

- Rochester Regional Health has a full time position for Access Associate in their Finger Lakes Medical Associates office. As an Access Associate, you will be responsible for many administrative support duties, such as greeting patients, performing check-in and check-out procedures and processing payments. This position requires a warm and inviting disposition, as you will be the first point of contact for our patients and their families. Attributes: 2 year degree or equivalent combination of education and work experience required. Intermediate computer skills. Excellent customer service and communication skills. Bilingual preferred. For complete details and to apply go to:

<https://nlx.jobsyn.org/f4d5138ff0954b57a3426b03944b116a161>

OSOS 7/31/19

#### **Direct Support Professional (Penn Yan, NY)**

- Catholic Charities Community Services is currently recruiting for several positions in the Penn Yan, NY area for Direct Support positions in our Residential houses. The position will support and help in the instruction and other necessary activities needed to promote and maintain the independence and self determination for individuals with intellectual/developmental and mental disabilities. Qualifications: High School Diploma or equivalent. One year practical experience working with individuals with developmental disabilities preferred. Valid NYS Driver's License as you may need to help transport individuals to programs, appointments or other activities. For specific duties and to apply, contact the employer, by email, or online: Email: [jacqueline.andersen@dor.org](mailto:jacqueline.andersen@dor.org); Website: <https://www.cccsrochester.org/join-our-team/apply>.

OSOS 7/31/19

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

- Penn Yan Manor Nursing Home is hiring Full Time night or evening shift CNA's. We offer competitive pay and benefits. For an application please stop into our Business Office, visit our website or see our job ads on Indeed.com. [www.pennyanmanor.com](http://www.pennyanmanor.com). 655 N. Liberty St., Penn Yan.

Facebook 7/29/19

#### **RN Case Manager (Yates & Schuyler Counties, NY)**

- Lifetime Health Care has an opening for RN Case Manager. Make a difference in your community one patient at a time. To apply go to: <http://www.lifetimecare.org/careers>

Workforce Development 7/29/19

#### **Direct Support Professional (Geneva, NY)**

- Lochland Inc. is accepting applications for the position of Direct Support Professional. The Direct Support Professional works directly with adults who have intellectual and developmental disabilities in their home to ensure their safety and well-being, to promote their independence, have fun through integration in the community with outings to dinner, movies, bowling and

lots more! Skills and Abilities: Candidates must possess a positive attitude and lots of energy to have fun! A High School Diploma or GED and a valid New York State Driver's License, plus reliable transportation, and the ability to obtain agency certifications, and flexibility in schedule are required. A background check is required prior to hire. Candidates must have good verbal and written communication skills, basic computer knowledge, but most importantly, a positive attitude. New Employee Hiring Rate: \$11.51 Part Time & Full Time. Benefits Available: Up to 176 hours paid time earned the first year with increases over time, 5% matching 401K, health insurance assistance, dental insurance, disability insurance, life insurance, cancer insurance. Submit Resume to: Lochland, Inc., Ms. Julie Chiccino, 1065 Lochland Road, Geneva, NY 14456 or E-mail: [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org) Workforce Development 7/29/19

#### **CDPAP Attendant (Penn Yan, NY)**

- We are looking for someone who is caring and compassionate, who can work a set schedule, plus fill in when needed. Must be responsible and reliable. Reliable transportation is necessary. Located in the Village of Penn Yan. Employment is with CDR. Health Assessment and PPD are required. Must be at least 18. Pay to be discussed at interview. PLEASE SERIOUS INQUIRIES ONLY. Please call or text Anthony at (315)704-9371 or Erica at (607)244-2433. Workforce Development 7/22/19

#### **Pro Action of Steuben and Yates – Multiple Positions**

##### **Substitute Opportunities**

- Substitute Drivers

##### **Temporary Opportunities**

- Alternate Certifier

##### **Full Time Opportunities**

- 1:1 Classroom Aide
- Teaching Assistants
- Certified Teachers
- Receptionist Positions at Steuben County Community Services
- Clerk-Typist at Steuben County DSS
- Infant/Toddler Support Staff
- Certified Teacher – Bath
- Head Start Classroom Support Staff at Penn Yan
- Head Start Classroom Support Staff at Savona
- Head Start Multi-Site Support Staff
- Head Start Birth to Five Education Coordinator
- Family Resource Center Assistant – Bath
- HEAP Clerk - Full-time, Full-Year Position in Yates County
- Home Visitor – Head Start/Early Head Start
- Operations and Data Specialist
- Employment Development Specialist
- Energy Programs Construction Laborer
- Early Childhood Education Specialist
- Infant and Toddler Specialist
- Parent-Child Educator/Home Visitor: Canisteo-Greenwood and Jasper-Troupsburg
- Parent-Child Educator/Home Visitor – Steuben County

##### **Part Time Opportunities**

- Project Care Van Driver
- Parent-Child Educator/Home Visitor – Yates County

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

Workforce Development 8/19/19

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

- Ambulance Driver – SSH
- Cardiac Rehab Asst - SSH
- CNA LTC - Homestead



- CNA or Certified Nurse Aide Training Program – Homestead
- Critical Care Tech - SSH
- Customer Service Rep II – Patient Accounts - SSH
- ED Crisis Evaluator - SSH
- Graduate Practical Nurse-GPN – Homestead
- LMHC Licensed Mental Health Counselor – Outpatient Social Worker - SSH
- LMSW Social Work–Outpatient Counselor – SSH
- Long Term Care Clinical Leader- Neuro Behavioral Unit - Homestead
- LPN Clinic – FLH Medical
- LPN Internal Medicine – FLH Medical
- LPN Med Long Term Care – Homestead
- Medical Records Coder I - SSH
- Nurse Manager LTC – Homestead
- Nutritional Services Aide – SSH
- Physical Therapy Assistant -SSH
- Radiology Tech – SSH
- Registration Representative - SSH
- RN Clinical Leader – Homestead
- RN Bedside – Med/Surg Acute - SSH
- RN Bedside – Unit 1 – Homestead
- RN Bedside – Unit 2 - Homestead
- RN Bedside – Unit 3 - Homestead
- RN Bedside - Emergency Dept. – SSH
- Security Officer – SSH

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

Workforce Development 8/19/19

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

- Business Manager – Full time \$16.00 per hour
- Classroom/Day Care Aide – Keuka Lake School – Full time \$11.10
- Custodial Crew Supervisor - \$14.00 per hour
- Direct Support Professionals – Days Full time \$11.10 per hour
- Educational Associate - \$11.10-12.00 per hour – DRIVE Program
- Instructor – Center for Lifelong Learning – Full time \$13.50 per hour
- Residential Direct Support Professional - \$11.10 - 13.50 per hour
- Substitute Direct Support Professionals - \$11.10 per hour
- Temporary Production Associate - \$11.10 per hour
- Vocational Counselor – Mon thru Friday - \$12.50 per hour

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

Workforce Development 8/19/19

## **HOSPITALITY/RESTAURANT**

#### **Dishwashers (Naples, NY)**

- Roots Cafe is looking for dishwashers! Stop in for an application, message us or give a call at 585-374-9800. We would love to hear from you!

Facebook 8/15/19

#### **Food Truck Workers (Penn Yan, NY)**

- Attention Penn Yan Area: Smokin Petes Barbeque’s staff is heading back to school and we are in need of full time and part time help from now until mid-October. Experience necessary. Reach out to us via email at [smokinpetesbbq@gmail.com](mailto:smokinpetesbbq@gmail.com)

**Tasting Room Associate (Dundee, NY)**

- Fulkerson Winery 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! You will work with the tasting room manager to ensure the tasting room is run efficiently. 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 along with basic wine making knowledge, or a desire to learn. A resume is required to apply. Wages commensurate with experience. To apply go to: <https://www.indeed.com/viewjob?cmp=Fulkerson-Winery&t=Tasting+Room+Associate&jk=a5cc067be2864008&vis=3>

Indeed 8/8/19

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

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking weekend staff to join our team. Interested individuals must have an enthusiasm for wine and hospitality, a passion for taking great care of our guests, an upbeat, team player mentality, and availability to work Saturdays and/or Sundays on a regular basis. The ability to stand for several hours at a time, walk up and down stairs, and to lift and carry 40lbs. is required. Job duties may include offering wine tastings, selling wine, assisting guests, providing educational tours, running the cash register, stocking, cleaning, packaging wine to be shipped, and other related work. 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.

<https://nlx.jobsyn.org/ae97ca10801d43ff9535008776c9ecc8161>

OSOS 8/8/19

**Tasting Room Associate/Wine Educator (Dundee, NY)**

- Hermann J. Wiemer Vineyard is looking for enthusiastic, hard-working individuals that are passionate and interested in wine and the Finger Lakes region to work in our fun, fast-paced environment. We are looking to fill positions that may include working both Saturdays and Sundays, as well as weekdays. Weekly hours would range between 20-25 per week, year-round, with the possibility of additional hours during the peak season. This position reports to the Retail & Tasting Room Manager. This position requires interacting with guests, co-workers, winery production staff, sales staff, and trade visitors. Our wine educators will provide genuine hospitality and a vast knowledge of our wines and our region in the tasting room while pouring our wines to visiting guests, as well as assisting them with purchases and enrollment in our wine clubs. Applicants must be at least 21 years old, have an interest and passion for wine, and be able to lift 40+ pounds. Experience: Wine Knowledge of 1 year (preferred). Hospitality experience of 1 year (preferred). For a list of responsibilities go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=3c6a9764eb266159>

Indeed 8/8/19

**Dining Team Workers (Keuka Park, NY)**

- The AVI Foodsystems operation at Keuka College in Keuka Park, NY is now hiring friendly, service-oriented people to join our dining team. We are currently seeking a Full-time Receiver; Cashier; Full & Part Time Dishwasher; Cook, Evening Food Service Supervisor. Must be able to lift 50 pounds. Benefits: AVI offers 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. We conduct pre-employment drug testing. EOE. For more information and to apply please contact: [jobs@avifoodsystems.com](mailto:jobs@avifoodsystems.com).

OSOS 8/8/19

**Tasting Room (Dundee, NY)**

- McGregor Vineyard, overlooking Keuka Lake in Dundee NY, is currently seeking motivated, passionate, and outgoing team members to join our Tasting Room staff. This position is full-time seasonal, with some part-time seasonal positions available as well. Qualifications: Must be 21 years of age. Must have strong skills in hospitality and communication. Must be ready to work in a fast-paced environment. Must be personable, conversational, assertive, polished. Must work well in a team environment. Be eager to learn about wine, as well as ready to educate visitors about our wine. Must be able to lift and carry 40 pounds and be on your feet for long periods of time. Must be available to work weekends and holidays. We try to be as flexible with our staff schedule as possible. In addition to the tasting room service, responsibilities include helping set up for events, supporting our kitchen as needed, restocking, and general cleaning. Education: High school or equivalent required. Strong candidates will have interest in and experience with wine, hospitality, and enjoy interacting with a wide variety of visitors. We expect our Tasting Room employees to maintain a professional and positive atmosphere. Pay commensurate with experience and may include commission-based incentives. Submit your resume along with a brief introduction and your work availability to [info@mcgregorwinery.com](mailto:info@mcgregorwinery.com).

Facebook 8/7/19



### **Various Positions (Penn Yan, NY)**

- Finger Lakes Premier Properties has several openings. Laundry Technician \* Maintenance Technician \* Owner Services Representative \* Part Time Summer Help \* Guest Services Coordinator \* Housekeeper \* Housekeeping Inspector \* Keuka College Custodian \* Reservation Administrator \* Residential Maintenance Laborer \* Keuka College Facilities Manager. For job descriptions, qualifications and to apply go to: <https://www.indeed.com/cmp/Finger-Lakes-Premier-Properties/jobs>

Indeed 8/19/19

### **Various Positions (Penn Yan, NY)**

- Microtel Inn & Suites has several openings. \*Guest Service Manager \* Front Desk Agent \* Night Auditor \* General Manager \*Breakfast Attendant \* Executive Housekeeper \* Housekeeping \* Houseperson \* Laundry Attendant \*Maintenance \*Assistant Executive Housekeeper. For details or to apply go to <https://www.indeed.com/>

Indeed 8/19/19

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

- The Wagner Restaurant is looking for full time & part time kitchen help and dishwashers. Day time hours; weekend hours. Please stop in for an application!! 124 East Elm St, Penn Yan, NY.

Facebook 8/1/19

### **Line Cooks/Dishwashers (Hammondsport, NY)**

- The Switzerland Inn has openings for full time/part time Line Cooks and Dishwashers. 14109 Keuka Village Rd, Hammondsport, New York 14840. To apply please go to their Facebook page.

Facebook 7/31/19

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

- Cam's Pizzeria is currently looking to expand their team. Accepting applications for multiple positions. Apply online or stop in person; talk to John Zeno or Jon Goodwin for more information.

Facebook 7/29/19

### **Bakery Associate (Dundee, NY)**

- Tabora Farm & Winery is looking for one baker to join our 13 person strong team. We are located at 4978 Lakemont Himrod Rd., Dundee. Our ideal candidate is attentive, punctual, and reliable. Full-Time position, bakery experience a plus but is not required, training will be provided. Associate Baker Responsibilities: Weigh and measure ingredients. Mix and blend batters. Roll, knead, cut, or shape dough to form sweet rolls, pie crusts, tarts, cookies, or other products. Set oven temperatures and monitor or modify as needed. Ice, glaze, and decorate baked goods. Prepare and maintain inventory. Clean and sanitize workstation and equipment. Qualifications: Attention to detail a must. Dedicated to working as a team towards one goal. Experience as a Baker a plus but not required. To apply go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?advn=5769552708026468&vjk=ed8835b669506638>

Indeed 7/28/19

### **Tasting Room Associate (Himrod, NY)**

- Heron Hill Winery's Tasting Room on Seneca Lake is looking for seasonal part-time staff in the tasting room to join our team and represent the winery on Seneca Lake and to serve a variety of customers local, across the U.S and world-wide. Our tasting hall staff are articulate, hard-working, self-motivated, customer-oriented, and above all, enjoy working with the public. Relevant experience is a plus, but we are happy to train people with strong work-ethic who want to learn and gain knowledge and experience. Candidates must be over the age of 21, have weekend availability and can lift 40 lbs. Compensation based on experience. Employees are rewarded with our sales incentive program. We also offer a generous employee discount on wine and merchandise. For a complete list of duties and to apply, go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?advn=9095425705615283&vjk=423ea4c7e6a58d4c>

Indeed 7/23/19

## **OFFICE WORK/MANAGEMENT**

### **Heap Clerk (Penn Yan, NY)**

- Pro Action of Steuben and Yates, Inc. is accepting applications for the position of HEAP Clerk in Yates County. This is a full time, full year position with benefits. Based at the Yates County Department of Social Services in Penn Yan, the HEAP Clerk works with clients, utilities, vendors and services to ensure that all applicants are provided with effective and efficient HEAP services in a timely manner, always operating within all regulatory and departmental policies and guidelines. Responsibilities include accepting and reviewing applications, conducting interviews and compiling and maintaining case records. Will make referrals to other services/agencies as appropriate. Will determine applicant eligibility, calculate benefits and issue notices relating to eligibility. Will complete data entry and authorize and process payment lines. The HEAP Clerk will maintain

communication with department staff, clients, vendors, service providers and utilities as necessary in the provision of service and will attend meetings, trainings and in-service opportunities as assigned. Will maintain confidentiality in all aspects of service provision. This position requires a High School diploma and experience in customer service or related office functions. Education and experience in the field of Human Resources is preferred. Must have strong communication skills and be highly organized with strong time management abilities. Good computer skills and basic knowledge of excel are required. To apply, contact the employer by mail, by email, or online: Sheila, Human Resources - Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810. Email: [jobs@proactioninc.org](mailto:jobs@proactioninc.org). Website: <https://nlx.jobsyn.org/cd3db3a15a9047bcba5a1c961d0cd1e7161>. OSOS 8/19/19

#### **Alternate Certifier (Penn Yan, NY)**

- Pro Action is accepting applications for a temporary Alternate Certifier for the HEAP Program in Yates County. This is a 20-hour-per-week position for 25 weeks and is based at the Yates County Office Building in Penn Yan. The Alternate Certifier will provide outreach and certification services, conduct eligibility interviews, obtain documentation and assist with processing HEAP applications. Will maintain an application log, complete Agency Use Only sections of the HEAP Application, date stamp all incoming applications and route all signed and completed applications and corresponding documentation to the DSS HEAP Unit within the specified time frames. Will maintain all application documentation files and scan all HEAP applications per DSS policy and will complete other duties as assigned. To apply for this position, please submit a letter of interest, resume and completed employment application 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) or Website: <https://nlx.jobsyn.org/dc8d00a746424c0ea1f7c7e095f028cc161> OSOS 8/19/19

#### **Senior Teller (Rushville, NY)**

- A Senior Teller 1 monitors branch service operations in a small or medium size branch by assisting and training less experienced tellers, overseeing the vault and being responsible for branch cash levels, plus preparing required operational and regulatory reports. These duties will coincide with the responsibility of performing customer transactions on the teller line. Minimum of four (4) years of teller experience is normally required. Skills: Accurate and proficient math; Documentation skills with attention to detail; Excellent interpersonal and communications skills; Clear thinking and ability to stay focused; Thorough knowledge of Bank products; Demonstrated leadership ability. For a complete list of responsibilities and to apply go to: <https://nlx.jobsyn.org/a52df8f14c274a5baad7188b96f2cf26161> OSOS 8/17/19

#### **Financial Controller (Penn Yan, NY)**

- Finger Lakes Community Health is seeking a Financial Controller. Under the direction of the CFO, supervises the administration of the Finance department consistent with Finger Lakes Community Health policies and procedures. The Controller will manage the day to day operations of the accounting department, including maintaining accounting systems, financial reporting, and staff supervision. This position will also be responsible for oversight of processing of company payroll. Main Responsibilities: Directly oversees all aspects of the accounting function of Finger Lakes Community Health. Manages accuracy and productivity of accounts payables/receivables and purchase order system. Assists, along with CFO, allocation and management of grant funding. Oversees day to day financial reporting, including monthly financial statements, audits and cash flow management. Oversees biweekly processing of company payroll. Provides analysis of budgets and financial trends. Works with company leadership to determine long term financial objectives and strategic planning. Experience: Relevant: 5 years (Preferred). Education: Master's (Preferred). License: CPA (Preferred). This job is ideal for someone who is: Autonomous/Independent -- enjoys working with little direction. Innovative -- prefers working in unconventional ways or on tasks that require creativity. High stress tolerance -- thrives in a high-pressure environment. For complete details and to apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&fromage=last&advn=126109652890495&vjk=b1eb842baa236f90> Indeed 8/16/19

#### **Planner, Lead Production (Penn Yan, NY)**

- Ferro Corporation has an opening for Planner, Lead Production. The primary purpose of this position is to manage the production planning of an assigned set of product families and/or production lines within an assigned plant. This position requires the ability of an individual to work in a heavily matrixed organization interacting with manufacturing and purchasing professionals to identify, develop, plan, and implement the site business needs. Social Responsibilities: Maintain compliance with Ferro's Code of Business Conduct, policies and procedures, management systems, and all applicable Environmental, Health, Safety other regulations. Act according to the Ferro's Values & Behaviors. Required Qualifications and Knowledge: Bachelor's degree in Supply Chain, Engineering or Finance preferred. 5-8 years' experience in Supply Chain required.

Candidates must have thorough knowledge of MRPII and/or APICS supply chain processes. Must possess a thorough working knowledge of SAP or similar ERP system. Candidate should possess excellent problem solving, analytical, and communication skills. Competencies/Job Skills: Good organizational skills. Ability to multi-task, make priority decisions and solve problems in a fast paced, dynamic environment. Strong communication skills, verbal and written. Ability to act as a change agent. For complete list of responsibilities and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=0aedc7e76d5d6ec5>

Indeed 8/15/19

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

- The Chronicle-Express is currently accepting resumés for Part Time Multi-Media Sales Executive for New Business Development and Special Sections. Looking for energetic, motivated individual to develop and sell print and digital advertising opportunities for local businesses. Will specialize in new business growth and special supplemental products. Must have: Excellent communication and organizational skills, strong computer skills, valid driver's license and reliable vehicle. Work 15 to 20 hours, three days/week, approximately 9:00am-2:30pm. Hours can be flexible. Hourly wage plus potential for commission. Mileage reimbursement monthly. Please send resume to: [CandyScutt@Chronicle-Express.com](mailto:CandyScutt@Chronicle-Express.com).

Chronicle Express 8/14/19

#### **Production Assistant & Independent Sales Executive (Penn Yan, NY)**

- WYLF is seeking a part time Production Assistant & Independent Sales Executive. The Production Assistant is responsible for commercial production. Reviewing and recording commercials, voicing and editing commercials, downloading programs for air, loading commercials and programs in a timely fashion into the broadcast automation system, making transmitter readings, and other duties as needed. Qualifications: High School Diploma. Radio & sales experience a plus. Very good computer skills, good speaking voice & writing skills needed. Must have reliable transportation. Looking for a reliable & long term employee. May combine with Sales Executive for greater income. Independent Sales Executive: Develop new clients for radio advertising. Build relationships with advertisers & provide excellent customer service. Copywriting skills, good organization and follow up, contract negotiation. Requirements: Previous sales experience & High School diploma. Professional appearance and presentation. Good computer skills. Contact: [admin@wylf.com](mailto:admin@wylf.com)

Chronicle Express 8/14/19

#### **Community Leader (Penn Yan, NY)**

- Home Leasing, LLC is currently accepting applications for a full time (32 hours per week) Community Leader for our Keuka Gardens Community opening late fall in Penn Yan, NY. Position Summary: As the person with the greatest opportunity to improve the lives of residents, the Community Leader is responsible for assuring that the residents receive prompt, efficient, courteous and quality service. In order to execute this responsibility, the Community Leader supervises the general administration and physical operation of the property. The Community Leader provides direction to and assurance that the rental program is properly executed; the systems, buildings and equipment are properly maintained; and excellent resident relations are provided. Knowledge and Skill Requirements: High school diploma required. Previous property management experience required. Previous supervisory experience preferred. Ability to work well with others, good communication skills, good computer skills, ability to multi-task. Typical Physical Demands: Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move office supplies up to 20 lbs. Typical Work Conditions: Work is performed primarily in an office environment. Employee will frequently tour property and show apartments. Employee frequently interacts directly with residents and other staff members during the workday. For a complete list of duties and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1565018707983&pts=1565009621729&rs=1&fromage=last&vjk=9439a166443bba52>

Indeed 8/9/19

#### **IT Support Manager (Keuka Park, NY)**

- Keuka College has an opening for IT Support Manager. Reporting to the Associate Director, Client Technology Support; the IT Support Manager is a technical hands-on leader, delivering services by driving operational excellence. This position is responsible for delivering end user computing services by managing, evaluating, and developing IT support staff. This position interfaces with students, faculty, and staff, working to understand needs that can be addressed through process and technology solutions. The IT Support Manager will develop the methodology, manage the implementation, and coordinate the tools utilized by the Support Center staff to provide the highest levels of technical and customer support to all departments and personnel associated with Keuka College. Minimum Qualifications: Associates Degree required, Bachelor's Degree preferred. Minimum of 2 years-experience working in an IT Help Desk; team lead or previous management experience preferred. Excellent Troubleshooting skills. Must be able to readily learn and adapt to new computing environments. Must have strong organizational skills and the ability to work with a minimum of supervision. Must be able to prioritize and juggle multiple demands and deadlines. Demonstrated ability to work with a team approach and in a service-

oriented manner. Experience with Windows and MAC Operating Systems and hardware is required. Ability to effectively communicate both verbally and in writing. Understand and behave with a high level of integrity and complete confidentiality at all times. Ability to be sensitive to and respond to needs/concerns of students, faculty, college staff and the public. Ability to work under pressure with a high tolerance for interruptions, and the ability to work with diverse groups of people.

Physical Requirements: Some evening and weekend hours may be required. Occasional lifting up to 25 lbs. For a complete list of responsibilities please visit:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=30&vjk=8f09fa0750ec2cce> Indeed 8/3/19

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

- Ferro Corporation has an opening for Customer Service Representative. The primary function of this position is to provide customer service support and order management to ensure customer satisfaction. Essential Responsibilities: Follow all safety rules and use of proper PPE. Adhere to Ferro's Core Values and Behaviors. Represent Ferro in a friendly and professional manner at all times. Proactively manages customer orders to ensure promised delivery dates and expedited order dates are met. Provide accurate, reliable, and timely communication to customers both nationally and globally and internally to sales, marketing, operations and plant personnel. Review POs and resolve discrepancies prior to accepting a PO. Inform customers of prices, shipping dates, delays and any additional information required. Provide effective management of customer price inquiries, complaints, and material returns. Understand tax exemptions and maintain accurate tax exempt files. Responsible for accurate sales tax administration on invoice. Maintain accuracy of system data. Investigate and work to resolve payment discrepancies when requested. Assist Corporate Credit as required to resolve credit issues proactively. Coordinates response and/or responds to customer literature requests for SDS, certifications, etc. Maintains files and provides requested reports to customers and/or the commercial group. Work with Quality Lab as necessary for pre-shipment sampling of product orders. Maintain pricing and sales files as required. Follow all business rules and procedures. Required Qualifications: Associates degree required. Minimum three (3) years customer service experience. Strong computer skills including, but not limited to Microsoft Word, Excel, Power Point, etc. Proficient knowledge of SAP (or other ERP) system software. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/c2d9012dd21145ea830c042b04574bc2161> OSOS 7/25/19

#### **Census Worker (Penn Yan, NY)**

- The U.S. Census Bureau is now actively recruiting people to work on the 2020 Census. We are looking to recruit thousands of employees to work in the communities where they live. These are temporary, part-time or full-time positions. Hourly wage is \$17 an hour for Enumerator/Listener; Census Field Supervisors are at \$18.50 an hour. Mileage is reimbursed at \$0.58 per mile. No experience or educational requirement is necessary. The website to apply is: [2020census.gov/jobs](http://2020census.gov/jobs)

Workforce Development 7/25/19

## **LABOR/AGRICULTURAL**

#### **Bus Assemblers/Welders (Penn Yan, NY)**

- Coach and Equipment has the following job openings: Bus Assemblers (Hand tools, carpentry experience) 1st shift; Welders (Experience MIG welding) 1st shift. Requirements: Background check, drug/alcohol screening and a physical fitness screening. BENEFITS: Health Insurance w/Prescription Benefit • Vision • Dental 401K w/ company match • Paid Vacation • Paid Holiday AFLAC • Short Term Disability • Long Term Disability. Annual Bonus. Apply onsite: Coach and Equipment, 130 Horizon Park Drive, Penn Yan, NY 14527  
Chronicle Express 8/14/19

#### **Horse Farm Help (Rushville, NY)**

- Part-time, 7am-11am. Horse farm. Stall cleaning, feeding, turnouts. Looking for an ambitious worker with reliable transportation and some horse/large animal experience. Respond to this ad with your contact information and a brief description of experience. We are looking to hire immediately. Craigslist post id: 6957096351 8/15/19

#### **Harvest Helper (Dundee, NY)**

- Harvest help needed at local vineyard. McGregor Vineyard is looking to hire helpers to lift and pack grape boxes. Must be able to lift 30lbs multiple times per day. Work will be 2 to 3 days per week Monday through Friday, 7am to 4pm. Work will last through November with the possibility of continuing past November if it is the right person. Must have reliable transportation to and from work. Call David at 585-519-9804 and leave a detailed message. Please no calls after 8 pm.

OSOS 8/15/19

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

- Ribble's has a full time position available for a general laborer. All applicants must have a valid driver's license and reliable transportation. CDL is a plus. Expected hours of work: 8am-5pm M-F. This is a physical outdoor job. Must be able to work in most weather conditions. Experience in construction or general labor a plus but not mandatory. Pay based on experience and license. \$14/hr. and up. Please provide your resume or feel free to stop in the office for an application at 249.5 Lake Street, Penn Yan. <https://fingerlakes.craigslist.org/lab/d/penn-yan-general-laborer/6953237320.html>

Craigslist post id: 6953237320 8/9/19

### **Winemaker/Harvest Help (Dundee, NY)**

- Fulkerson Winery is seeking experienced individuals to assist in farm winery production. This includes a wide range of duties but will be primarily assisting the winemaking team with a variety of production related tasks. Applicants should be able to lift 50 pounds and have a minimum of 1 year experience (preferred). This is a seasonal position that can lead to gainful employment for hard-working, motivated individuals. Wages commensurate with experience. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=cfc80adda892830b>

Indeed 8/8/19

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

- Wildlife Control of the Finger Lakes is looking for a part time hard worker to train in animal exclusion work. Must be comfortable at heights, working in confined spaces, and not be afraid to get dirty. This is a great opportunity to get in on the ground floor of the Wildlife Control business and grow your skill set. Must be able to lift and carry 75 pounds. Salary: \$12.00 to \$15.00 /hour. Driver's License (Required). Work authorization: United States (Required). This job is a job for which military experienced candidates are encouraged to apply. To apply go to: <https://www.indeed.com/viewjob?cmp=Wildlife-Control-of-the-Finger-Lakes&t=General+Laborer&jk=93c42dd5e38e5084&vjs=3>

Indeed 8/8/19

### **Marine Tech (Penn Yan, NY)**

- East Bluff Harbor has an opening for a full time experienced Marine Tech. Apply In person @ East Bluff Harbor Marine, 6508 East Bluff Dr., Penn Yan, NY. Workforce Development 8/1/19

### **Workers (Stanley, NY)**

- It's hard to believe, but The Pick'n Patch opens NEXT MONTH! If you are interested in joining our all-star team of staff, please fill out an application here: <https://picknpatch.wufoo.com/forms/z8mttoc0b0acih/> Facebook 8/1/19

### **Production Worker (Penn Yan, NY)**

- Coach and Equipment in Penn Yan is looking to fill a few full time Production Worker positions. Basic production assembly jobs are available and production welders needed too. These positions are for 1st shift (6am-2:30pm). Apply in person at 130 Horizon Park Drive, Penn Yan or send us your resume. You must work as a temp for 90 days and be willing to participate in pre hire screenings such as a background check, drug testing and a physical fitness evaluation. Candidates for production workers must be able to read a tape measure, have basic hand skills running power tools and the ability to work hard and independently. Candidates for production welders must be able to MIG weld and have some experience welding in a face paced safe work environment. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=a9a03aeef35f34c>

Indeed 7/29/19

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

- Glenora Wine Cellars, Inc. is looking for a Skilled Maintenance Worker. The candidate must have experience, knowledge and willingness to complete tasks in all the general construction trades pertaining to building maintenance. Must be willing to work flexible hours and some weekends. To apply go to: <https://fingerlakes.craigslist.org/lab/d/dundee-skilled-maintenance-worker/6941980932.html>

Craigslist post id: 6941980932 7/25/19

### **Maintenance Laborer (Dundee, NY)**

- Glenora Wine Cellars, Inc. is looking for a General Labor Maintenance worker. The candidate may assist in set up or tear down after weddings and functions. The individual will also be responsible for general building and grounds maintenance. The candidate will be required to work Saturdays and Sundays and must be willing and capable of physical labor in all outdoor weather conditions. To apply go to: <https://fingerlakes.craigslist.org/lab/d/dundee-general-maintenance-laborer/6941978511.html>

Craigslist post id: 6941978511 7/25/19



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

- Camp Seneca Lake, the Jewish Community Center's overnight summer camp, in Penn Yan in the Finger Lakes has an opportunity for a Full Time Maintenance Staff Member. Camp Seneca Lake has provided children entering grades 3-11 with over 90 summers of fun, friends and cherished memories. Our 200 beautiful wooded acres in the Finger Lakes region of New York State provide the ideal backdrop for camp. We are looking for positive role models who enjoy working outdoors and indoors to assist the Camp Seneca Facilities Director. The Full Time Maintenance Staff Member will be performing both indoor and outdoor work duties to provide a healthy and safe environment for our (250 campers) during the camp season. (40) hours day shift, any weekdays or weekends. 8:00 am - 4:00 pm. Work Schedule: Immediately – 09/30/19. Possible hours after September. September hours can be either part or full time. The primary job functions of the Maintenance Staff Member are as follows: General upkeep of cabins and camp buildings. Assist in moving furniture including tents. Sweeping, and vacuuming of cabins and camp buildings. Cleaning restrooms. Trash pick-up and disposal. Basic lawn maintenance including mowing and weed eating. Cleaning and shutting down camp in September. Assist in moving furniture to storage. Requirements: Operating lawn mowing equipment experience helpful but not required. Six months maintenance or housekeeping experience required. Ability to lift up to 55#. Must have clean drivers license to drive Camp pick up truck between buildings. Dress code to include appropriate work attire for being in the sun or rain and in a variety of temperatures. Foot wear will be closed toed sneakers or hiking boots because of the equipment being used and walking over uneven terrain during the day. Pay \$12.00/hr. To apply contact: Jackie Ernst, Talent Acquisition Specialist, 585-461-2000 ext 210. [jernst@jccrochester.org](mailto:jernst@jccrochester.org). Workforce Development 7/25/19

## **SKILLED/MANUFACTURING**

### **Various Positions (Penn Yan, NY)**

- Connect-A-Service is now hiring field assistants. Openings available for reliable workers for multi-tasking (yardwork, docks, cleaning, assisting on skilled jobs). Driver's license helpful. Also, seeking skilled responsible individual with carpentry, plumbing, electrical capabilities. Good work ethic; own tools and driver's license helpful. Applications a must at Connect-A-Service. To apply, contact the employer in person, by telephone, or by email: Human Resources, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. Phone: (315) 536-4733. Email: [connectaserviceinc@gmail.com](mailto:connectaserviceinc@gmail.com) OSOS 8/15/19

### **Motor Equipment Operator (Penn Yan, NY)**

- The Yates County Highway Department is seeking to hire a Motor Equipment Operator. This work involves responsibility for the safe and efficient operation of various types of light motor equipment and the performance of manual duties related to the operation of the equipment. The work also involves the performance of a variety of unskilled labor tasks. Job duties include but are not limited to: Operates a truck in connection with the hauling of material for road construction and repair, removal of snow, and refuse; Operates a truck to transport workmen, tools and other equipment; Operates a tractor mower in connection with mowing grass and/or removing brush from roadsides or other locations as needed. May perform preventative maintenance on assigned equipment. Performs a variety of manual tasks such as loading and unloading vehicles, digging ditches, cutting trees and brush, cleaning culverts, shoveling snow, painting, raking blacktop, and road and sewer maintenance work. May, on specific assignment, occasionally operate heavy motor equipment that includes but is not limited to: Power shovels, bulldozers, graders, rollers, cranes, loaders and sweepers. For more information or to apply, please visit <https://mycivilservice.yatescounty.org/>. In order for application to be considered, applicants must provide a copy of his/her NYS CDL License, Class B or higher and a copy of his/her high school diploma. Application deadline is August 23, 2019. Workforce Development 8/8/19

### **Electric Lineworker (Penn Yan, NY)**

- The Village of Penn Yan has openings for two (2) experienced electric lineworkers. These are NYS Civil Service positions that are part time (minimum of 20 hours per week) and subject to Civil Service rules for eligibility. This job provides a competitive salary and the potential for a \$5,000 Employment Bonus. The applicants must be able to perform skilled work in the construction and maintenance of electrical overhead and underground distribution systems, including the rebuilding and maintenance of electrical substations. The work requires climbing poles, working in all kinds of weather conditions and rigid observance of safety precautions to protect the lives of themselves and others. For an application, full job description, minimum qualifications and Civil Service rules for eligibility please visit <https://mycivilservice.yatescounty.org/jobopps>. Candidates will be subject to drug and alcohol testing prior to employment. Please submit your application along with work history, qualifications, training history and education, proof of Lineworker status, references and any other pertinent information to the Yates County Civil Service Office by Friday, August 30, 2019. Indeed 8/6/19



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

- We are seeking experienced Technicians for install, service, repair and maintenance on a variety of residential heating and cooling systems. Candidates must have 3 to 5 years experience working with boilers, furnaces, heat pumps and air conditioning systems. EPA certification a must. This is full-time employment and would come with company vehicle, paid holidays, vacation, 401(k), and health insurance. Craigslist post id: 6951419071 8/6/19

### **Public Works Maintenance Worker (Dundee, NY)**

- The Village of Dundee is currently seeking to hire a full time Public Works Maintenance Worker to work 40 hours per week at \$15.00 per hour with benefits. This is semi-skilled work involving responsibility for the efficient performance of a variety of public works repair and maintenance tasks. Deadline to apply is August 31, 2019. For more information or to apply, please visit <https://mycivilservice.yatescounty.org/> Facebook 8/2/19

### **Conservation District Technician/Conservation Assistant (Penn Yan, NY)**

- Yates County Soil and Water Conservation District is seeking to fill ONE vacancy for either a Conservation District Technician or a Conservation Assistant. Applications can be submitted online or mailed to: Yates County Personnel Officer, 417 Liberty St., Penn Yan, NY 14527. Visit <https://mycivilservice.yatescounty.org/jobopps> for more information on the position. Application deadline is August 23, 2019. Questions regarding this job announcement can be directed to Colby Petersen, District Manager at 315-536-5188. Applicants are encouraged to carefully read the Civil Service title description and document all skills, knowledge and experience related to the features of the class and typical work activities. This position is provisional and will be made permanent dependent on the selected candidate scoring in the top three of the NYS Civil Service examination. Workforce Development 7/29/19

### **Multiple Openings (Penn Yan, NY)**

- Remedy Staffing is now hiring in the Penn Yan area: Packers; General Laborers; Forklift Drivers; Production, Janitorial. Call/Text 315-781-6200 to schedule your interview or apply at [www.RemedyStaff.com](http://www.RemedyStaff.com). Workforce Development 8/19/19

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

- Downline Packer - Production - F/T - 3rd shift Production
- First Shift Lead – Food Manufacturing
- Maintenance Tech – 3rd shift – Food Plant
- Operator - 3rd shift
- Production - Downline Packer - F/T - 2nd shift Production
- Quality Compliance Auditor
- Quality Control (QC) Auditor-Line - 2nd shift
- Warehouse - Forklift Operator - all shifts
- Wastewater Treatment Operator – 3rd shift

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

Workforce Development 8/19/19

### **Job Leads for Surrounding Counties**

Yates County Job Leads: [www.yatescounty.org/wfdjobs](http://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/>

**Yates County is an Equal Opportunity Employer.** You can apply by mail, in person or online for Current Positions in Yates County, Upcoming Exams or Continuous Recruitment Exams. A non-refundable examination fee is required for all exams.

To receive automatic e-mail notification when a specific Civil Service exam or job announcement will be offered, please register with our automatic e-mail notification service. [Click Here](#) to download a printable application.

## How to Take a Civil Service Exam

The New York State Constitution states that public employees must be hired for jobs on the basis of merit and fitness. The Constitution also states that, for most jobs, merit and fitness must be measured by examination. [Click here](#) for information from the New York State Department of Civil Service on how to take a Civil Service written test. *Please note, not all exams listed below are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

## Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date
64004	<a href="#">CORRECTIONS OFFICER</a>	OC	08/27/19	09/28/19
75094	<a href="#">DEPUTY DIRECTOR OF PUBLIC HEALTH</a>	PROM	08/27/19	09/28/19

## Competitive Class Positions

The competitive class of civil service consists of positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations. These examinations are either open competitive, that is, open to all applicants meeting the minimum qualifications for the position; or, promotional, for those individuals already serving in a lower position within the same jurisdiction as the existing vacancy.

Provisional appointments may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.

**OC = Open Competitive** - exams open to the public. **PROM = Promotional** - exams for current employees

## Current Vacancies

Name (click to view job description)	Application Deadline
<a href="#">BUS DRIVER - FT - MARCUS WHITMAN CENTRAL SCHOOL</a>	09/30/19
<a href="#">BUS MONITOR - FT - MARCUS WHITMAN CENTRAL SCHOOL</a>	09/30/19

<a href="#">CONSERVATION DISTRICT ASSISTANT</a>	08/23/19
<a href="#">CONSERVATION DISTRICT TECHNICIAN</a>	08/23/19
<a href="#">LABORER - PART TIME SEASONAL - VILL PY</a>	09/01/19
<a href="#">LINE CREW CHIEF - VILL OF PENN YAN - RESIDENCY REQUIREMENT WAIVED</a>	09/01/19
<a href="#">LINEWORKER - PART TIME - RESIDENCY REQUIREMENT WAIVED</a>	08/22/19
<a href="#">MOTOR EQUIPMENT OPERATOR (LIGHT) - YATES COUNTY HIGHWAY - INCLUDE DRIV LICENSE AND HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	08/23/19
<a href="#">PRINCIPAL SOCIAL WELFARE EXAMINER</a>	09/06/19
<a href="#">PUBLIC WORKS MAINTENANCE WORKER - DUNDEE</a>	08/31/19
<a href="#">SENIOR LINEWORKER - PART TIME - RESIDENCY REQUIREMENT WAIVED</a>	08/22/19
<a href="#">TEACHER'S AIDE - DUNDEE SCHOOL FULL/PART TIME- INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	12/31/19
<a href="#">TEACHER'S AIDE - MARCUS WHITMAN SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	12/31/19
<a href="#">TEACHER'S AIDE - PENN YAN SCHOOL FULL/PART TIME- INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	12/31/19

## Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date
YC-5	<a href="#">ACCOUNT CLERK TYPIST</a>	CR	N/A	N/A
YC-6	<a href="#">CASEWORKER</a>	CR	N/A	N/A
YC-3	<a href="#">CLERK</a>	CR	N/A	N/A
19070	<a href="#">COMPUTER AIDE</a>	CR	N/A	N/A
18842	<a href="#">COMPUTER TECHNICAL SPECIALIST</a>	CR	N/A	N/A
	<a href="#">CORRECTIONS OFFICE/COURT SECURITY (PART TIME)</a>	CR	N/A	N/A
	<a href="#">CORRECTIONS OFFICER (PART TIME)</a>	CR	N/A	N/A

YC-11	CUSTODIAN	CR	N/A	N/A
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A
	DEPUTY SHERIFF (PART TIME)	CR	N/A	N/A
	DISPATCHER (PART TIME)	CR	N/A	N/A
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A
	MARINE PATROL OFFICE (PART TIME)	CR	N/A	N/A
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A
	PHYSICAL THERAPIST	CR	N/A	N/A
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A

Positions can be applied for at any time, and the eligible list will be used to fill vacancies as they occur. The Personnel Officer of Yates County reserves the right to terminate continuous recruitment and re-establish a periodic, announced-date type of examination.

**OC = Open Competitive** - exams open to the public. **PROM = Promotional** – exams for current employees. **For complete details and to apply, please visit:**

<https://www.yatescounty.org/203/Personnel>

# AUGUST 2019

## August 2019: 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	2
4	5  <b>HSE:</b> 9am-12pm	6 <b>Monthly Exempt</b> 11:00 am	7  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	8	9	10
11	12  <b>HSE:</b> 9am-12pm	13	14  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	15	16	17
18	19  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1:00 PM	20	21  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	22	23	24
25	26  <b>HSE:</b> 9am-12pm	27	28  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	29	30	31

**\*Notes:**

\*HSE: High School Equivalency

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



## **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?**

- If you have a desire to stay in the same field and who want to learn how to compete.
- If you seek an industry and/or career change based upon their transferable skills.
- If you 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:**

**August 19<sup>th</sup> –August 23<sup>rd</sup>, 2019 9 a.m. to 1 p.m.**

**Ontario County Safety Training Facility, County Rd 48, Canandaigua**

#### **TO ENROLL, CONTACT:**

[Joseph.Lopez@dfa.state.ny.us](mailto:Joseph.Lopez@dfa.state.ny.us) at 585-396-4033

OR

[LeeAnn.Haust@dfa.state.ny.us](mailto:LeeAnn.Haust@dfa.state.ny.us) at 315-789-1771 Ext 117

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

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# Apply Online!

Join the 2020 Census Team!

[2020census.gov/jobs](https://2020census.gov/jobs)

**1-855-JOB-2020**

**(1-855-562-2020)**

Federal Relay Service: (800) 877-8339 TTY / ASCII

[www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government.

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Form D-448  
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