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## Yates County Job Leads October 12, 2020

### AUTOMOTIVE/DRIVERS

#### Drivers (Penn Yan, NY)

- Main Street Drivers has several openings. We are an award-winning transportation service that has perfected the "our driver + customers vehicle" concept. We are looking for responsible designated drivers to take our clients on wine tours around the Finger Lakes and have immediate work available. We have a history of proven success and our aggressive marketing will provide plenty of immediate work. This a fun job and a perfect for students, retirees and those who have flexible schedules. Salary is \$20/hour plus generous client gratuities. Please contact James at 917-484-0513 or via email at [jameshirt23@gmail.com](mailto:jameshirt23@gmail.com).  
Workforce Development 10/9/20

#### Driver (Penn Yan, NY)

- Finger Lakes Health has an opening for Ambulance Driver. Education - Minimum: High school diploma or high school equivalency. Preferred- License/Certifications: Current New York State driver's license, CPR, BLS required through the RQI system during clinical orientation. Experience - Minimum: 1 year of experience in the Emergency Services Field. Actively participating in a public safety department. Excellent written and verbal communications skills. Current New York state Driver's License with no more than one moving violation on the driving record. Emergency driving training, Hazardous Materials training preferred. To apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=0b3a281351c51e5f> Indeed 10/1/20

#### Bus Drivers (Penn Yan, NY)

- Mozaic has openings for Bus Drivers. Bus Drivers are charged with assuring persons with disabilities receive safe, reliable transportation supports from their home to various day programs, employment sites, or other fixed routes. All actions taken must ensure their safety and provide the necessary direction to Personal Transport Assistants and oversight of individuals in order to insure this. Hours: M-F - time varies - 35 hours per week. High School diploma or GED Certificate, CDL, minimum class C, with passenger endorsement, must meet the requirements for 19A Certification. SCR clearance is required. To apply go to:  
<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=60&vjk=8ffd949e45730648> Indeed 10/1/20

#### CDL Driver (Dundee, NY)

- Looking for a new job to start your new year? Do you have your CDL A or CDL B? Come apply at Cardinal Disposal! We are locally owned and operated. We are looking for positive team players to grow with us. Responsibilities & Duties: Performs pre- and post-trip inspections of assigned vehicle. Follows route assignments as directed and completes end of day documentation and check out procedures. Completely empties all containers and leaves the customer's property clean and free of debris. Performs all duties as scheduled by Dispatcher and assisting other drivers as directed to meet customer needs. Notifies Dispatcher/Safety Coordinator of any incidents, accidents, or property damage. Works with Dispatcher to improve route efficiencies. Operates vehicle and performs all tasks in accordance with Cardinal Disposal Safety Rules, OSHA, and DOT as well as all local, state and federal laws. Education, Experience & Certifications: Holds a current Class A or B CDL. Clean driving record. Qualifications & Skills: Must be at least 22 years of age and legally eligible to work in the United States. Capable motor coordination; arm, hand, legs. Able to exert physical effort in handling (pushing, pulling, lifting, etc.) objects more than 75 pounds frequently. Have a minimum of two years of U.S. driving experience. Have a minimum of two years commercial driving experience. If interested please apply online at [www.cardinaldisposal.com](http://www.cardinaldisposal.com) or stop in at 635 Shannon Corners Road, Dundee. Give us a call 607-243-7568.  
Workforce Development 10/1/20

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

- Rent A Center has an opening for Delivery Specialist. Job Purpose: Manage rental accounts and meet company account management goals and expectations by collecting on past due accounts while adhering to company standards, policies, and procedures. Increase store BOR and revenue through sales activities, account management, and providing total customer satisfaction. Accomplish these in a way that is consistent with the RAC mission statement. Key Responsibilities - Sales: Greet and assist customers on the sales floor. Obtain new rental orders over the phone and on the sales floor. Complete rental agreements as required. Prospect for new business by telemarketing and distributing print materials. Deliveries & Pick-ups: Load truck per policy to protect merchandise. Deliver merchandise to customers as assigned. Install merchandise and instruct on proper use. Pick-up merchandise from customer homes as assigned. Keep vehicles clean and properly maintained as assigned. Account Management: Review expired accounts and communicate with the customers to promote timely payments. Maintain accurate records of past due account activity. Complete customer service calls in a timely manner as assigned. Follow all policies and procedures and adhere to all standards. Job Requirements: High school diploma or equivalent. Friendly with good communication skills. Good reading, speaking, listening and customer-oriented skills. Ability to follow instructions. Pass entry level tests. Valid state driver's license and good driving record. Heavy lifting and moving. Experience: Collections: 1 year (Preferred). Load & Unload: 1 year (Preferred). Delivery Driver: 1 year (Preferred). Warehouse: 1 year (Preferred). To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&vjk=2dd807218a6b0c3e>

Indeed 9/24/20

## **CUSTOMER SERVICE/SALES**

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

- Dandy Mini Marts 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. Possesses great interpersonal skills, offers exceptional customer service and is a team player. 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 a complete list of duties and responsibilities and to apply go to:

<https://nlx.jobsyn.org/1a522c02ca254fdcaf950bbdea9946f6161>

OSOS 10/1/20

### **Deli Coordinator (Dundee, NY)**

- Dandy Mini Marts has an opening for Deli Coordinator. Responsible for completing customer food orders and maintaining the deli area. Completes food safety checks and abides by state and food regulations. Maintains product preparation, quality, cleanliness, and inventory control standards. Education and Training Required: Must have a high school diploma or a GED. Experience Requirements: Six months of food service or food management experience preferred, but not required. Must have Food Service Equipment knowledge and demonstrated adherence to safety and sanitary standards. Special Requirements: Must be Serv Safe Certified or obtain certificate with a passing score within 90 days of hire. Must acquire Subway University food safety certificate within 90 days of hire, if a Subway chain exists in the store. May be required to work holidays, weekends, overtime, or during hours other than those, which are considered as the normal work schedule. Physical Demands: Requires standing for extended periods of time. Requires lifting 10-20 pounds of weight frequently and lifts or maneuvers up to 50 pounds of weight on occasion. For a complete list of duties and responsibilities and to apply go to: <https://nlx.jobsyn.org/3e0a8a23701f41348d077a00db8fcfd8161>

OSOS 10/1/20

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

- We're ALDI, one of America's favorite grocers. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment. Position Type: Full-Time. Average Hours: 32-40 hours/week. Starting Wage: \$14.30/hour plus a pay increase after the first year of employment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Assists management in achieving store appearance and maintenance standards. Identifies and rectifies hazards and/or equipment in need of maintenance to provide a safe environment. Assists management in achieving payroll and total loss goals. Assists customers with problems or concerns, and contacts management as appropriate regarding customers with problems or concerns. Job Qualifications: Knowledge/Skills/Abilities

- Provides prompt and courteous customer service. Ability to operate a cash register efficiently and accurately. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal and written communication skills. Gives attention to detail and follows instructions. For a complete job listing and to apply go to: <https://nlx.jobsyn.org/1c2fab81b81f494b918f315611efdb33161> OSOS 9/21/20

## **EDUCATION/SCHOOLS**

## **HEALTHCARE/HUMAN SERVICES**

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

- Penn Yan Manor has openings for Evening and Night Shift LPNS! \$1,000.00 Sign on Bonus! 655 Liberty St, Penn Yan, NY 14527. To apply go to: <http://www.pennyanmanor.com/employment/>. Facebook 10/8/20

### **Speech Therapist (Dundee, NY)**

- Lifetime Care is seeking a Full Time Speech Therapist. As a Speech Pathologist, your compassion, patience and dedication to assisting patients with their communication abilities greatly enhances their quality of life. Attributes: Prior Speech-Language Pathology, experience is preferred. Excellent interpersonal and communications skills. Kind and patient focused. Responsibilities: Patient Evaluation & Development. Meet the patient's goals and needs by providing quality, evidence-based care; assess, develop and implement an individualized treatment plan. Patient Care: Help patient accomplish treatment plan and accept therapeutic devices/recommendations; instruct, encourage and assist patients in performing daily-living activities and in using assistive and supportive devices. Leadership: Develop the speech-language therapy staff; provide information, develop and conduct in-service training programs. Education: Speech Pathology (Required). Licenses/Certifications: Valid New York State Driver's License. SLP-Speech-Language Pathologist, New York State Education Department (NYSED); CCC-SLP- Certificate of Clinical Competence in Speech-Language Pathology - American Speech-Language-Hearing Association (ASLHA). To apply, contact the employer on-line: Website: <https://nlx.jobsyn.org/780d835a0d214ad9afbda73317bb96d161> OSOS 10/8/20

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

- Lochland Accepts applications ongoing for the Position of Direct Support Professional. Position Mission: 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: \$12.86 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: Julie Chiccino [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org). Workforce Development 10/9/20

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

- Catholic Charities Community Services is currently recruiting for Direct Support Professional (DSP) positions in the Penn Yan, NY area in our Residential houses. The DSP 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. This is a great position for someone that is looking to start their career or continue their career in human services. Someone with at least 6 months of experience with individuals with developmental and other disabilities is preferred, but someone that has past experience would work as well. 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 a complete list of duties and to apply go to: <https://www.ccsrochester.org/> Workforce Development 10/9/20

### **Fitness Center Lead Assistant (Penn Yan, NY)**

- The Yates County Community Center is seeking a highly motivated individual with a passion for helping others improve their lives through health and fitness. This position entails approximately 20-25 hours per week. Candidates MUST be available to work weekday, evening hours (until 8 pm 2-4 days per week) and Saturday mornings (9 am-1 pm and willing to cover additional shift as needed). Minimum skills: Ability to manage multiple responsibilities. Solid work ethic with strong decision-making skills. Self-starter who takes initiative with minimal direction and supervision. Comfortable working a flexible rotating schedule. Superior customer service skills, preferable in the fitness industry. Hard working, enthusiastic and energetic. Strong problem resolution skills. Minimum Qualifications: 18 years old or older. A High School Diploma or Equivalent required. Six months face to face customer service experience in a retail environment needed or 1-year Fitness experience preferred and CPR/AFD certification. Hired as part time staff starting hourly rate \$12.24-\$13.00 per hour. Interested candidates may stop by the Fitness Center Monday-Friday 8am-8pm to apply. 467 N. Main St, Penn Yan, NY.

Facebook 10/6/20

### **Direct Support Assistant Trainee (Middlesex, NY)**

- OPWDD-Finger Lakes DDSO has openings for Direct Support Assistant Trainees (DSATs). DSATs perform a wide variety of person-centered supports and services for people with developmental disabilities which include advocating for, encouraging, guiding, and teaching individuals to express personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring their health and safety, and maintaining a healthy, safe home environment. The supports and services DSATs perform depend upon the specific abilities of the person(s) being served and the nature of the setting where the activities are performed. At the successful conclusion of your traineeship (12-15 months), you would advance without further examination to Direct Support Assistant, Salary Grade 9. Salary range for Grade 9 is \$36,772 - \$45,200. Job locations include the counties of: Seneca, Ontario, Wayne, and Yates. Apply by email: [opwdd.sm.fl.hiring@opwdd.ny.gov](mailto:opwdd.sm.fl.hiring@opwdd.ny.gov). To apply, contact the employer by mail, by telephone, by fax, or by email: Brittany McIntee, 620 Westfall Rd, Rochester, NY 14620. Phone: Brittany McIntee (585) 461-8800. Fax: Brittany McIntee, (585) 461-8926. Email: [opwdd.sm.fl.hiring@opwdd.ny.gov](mailto:opwdd.sm.fl.hiring@opwdd.ny.gov)

OSOS 10/6/20

### **Overnight Residential Support (Penn Yan, NY)**

- Mozaic is currently hiring for multiple Direct Support Professionals with Overnight Hours. These positions are extremely important to the agency as they work with individuals with developmental disabilities and provide direct support on their life skills and help them become as independent in life as possible in the houses and out in the community. \$1000 Sign on Bonus for Overnight Positions. Experience: Experience with Developmental Disabilities preferred but not needed. Education: High School Diploma or GED preferred. Other Requirements: Valid and Acceptable NYS Driver's License preferred but not needed. Benefits Include: Medical, Dental and Vision. 4 weeks paid time off in your first year of employment. 403-B plan. To apply go to:  
<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&vjk=6f508d54627d3db9>

Indeed 10/1/20

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

- The CDPAP Attendant is required to carry out tasks outlined in Consumers' care plans, including but not limited to: Assistance with personal hygiene, dressing, checking vital signs, light housekeeping, meal planning and preparation, and assisting Consumers with transportation to their appointments. Responsibilities: Assist Consumers with taking medication prescribed by their physicians. Assist Consumers with ambulation and mobility around the house or outside (doctor's appointments, walks, physical activities as required by the care plan, etc.). Assist Consumers with personal care hygiene. Assist Consumers with physical therapy exercises, ensuring safety at all times. Assist Consumers with meal planning and preparation. Accompany and assist Consumers with shopping. Perform light housekeeping duties that the Consumer cannot complete independently. Be a pleasant and supportive companion. Report any unusual events or occurrences to the Consumer/Designated Representative. Act quickly and responsibly in cases of emergency. Must be alert and safe when fulfilling all job responsibilities. Perform other duties as negotiated to meet the ongoing needs of the organization and Consumer. Position Requirements: Pass the physical examination and immunization requirements after being offered employment and complete a health assessment and PPD annually thereafter. Ability to lift up to 25 pounds and to sit, stand, bend stoop, kneel, pull climb, reach, and perform repetitive movements of the upper extremities. Environmental Conditions: May be exposed to unsanitary conditions in some house settings. May be exposed to high crime areas within the community. May be exposed to weather and temperature extremes. May be exposed to infectious or communicable disease. To apply go to:  
<https://www.indeed.com/jobs?q=Full%20Time&l=Finger%20Lakes%2C%20NY&start=10&advn=3587277989805136&vjk=352b5fa89766566d>

Indeed 9/30/20

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

- Mozaic is currently hiring for a Direct Support Professional IV. This position is extremely important to the agency as they work with individuals with developmental disabilities and provide direct support on their life skills. This position will also hire, supervise, evaluate and provide ongoing training to designated staff and volunteers. Required Experience: Five (5) years' experience working with individuals with developmental disabilities. Required Education: High School Diploma or GED preferred. Other Requirements: Valid and Clean NYS Driver's License. Benefits Include: Medical, Dental and Vision; 4 weeks paid time off in your first year of employment; Paid Holidays; 403-B plan. Many other competitive benefits. Hours: Monday – Friday. To apply go to: <https://nlx.jobsyn.org/1ebeb0b8b0314b7287206c5712ee3758161> OSOS 9/24/20

### **Mental Health Counselor (Penn Yan, NY)**

- Outpatient Mental Health Counselor Child Specialist at FLACRA. Job Description Minimum Qualifications: Masters level education in the appropriate field with licensure or ability to immediately gain provisional status. Training and expertise in provision of children's mental health treatment including play therapy. Valid NYS Driver's License. Licensed as a LMHC, LMSW, or LCSW preferred. Job Requirements: Provide direct services to FLACRA's clients via individual, family and group counseling. Caseload is primarily focused on ages 5-17; however, services to the adult demographic may be required as needed. Responsible for, but not limited to, providing direct diagnostic evaluative services to clients referred to this Agency by many varied referral sources with the goal of determining the client's primary and secondary diagnosis and, thus, need for further counseling. Supply identified client's direct therapeutic services through individual, conjoint, family and/or group therapy. With self-direction and competence, carry out the Agency's responsibilities to its clientele by handling intake and service load with independent judgment using self-initiated consultation in technical problems of diagnostic evaluation in treatment techniques. Maintain records in compliance with applicable regulations and policies. To apply go to: <https://nlx.jobsyn.org/bc977c5018b04a8a82a381f992b4046d161> OSOS 9/19/20

### **Residential Relief Counselor (Penn Yan, NY)**

- Mozaic has an opening for Residential Relief Counselor. At Mozaic, we do more than support and provide opportunities for individuals with disabilities, we empower individuals and staff to enrich their lives by working to change perceptions of society. Want a job where you can choose what hours you work? Relief Staff have the opportunity to make a difference in the life of others every day. No experience needed - just a willingness to work with people with developmental disabilities. Qualifications: High School Diploma/GED preferred, 18 years or older. To apply go to: <https://nlx.jobsyn.org/ee153c2a1b484bd0b56fb1283666f1f1161> OSOS 9/17/20

### **Senior Outpatient Counselor (Penn Yan, NY)**

- FLACRA has an opening for Senior Outpatient Counselor. Responsible for the development of a comprehensive evaluation, phone screens, development and implementation of individual client service plans, ensuring that plans are initiated; provide follow-up and modification as necessary. Assure that record keeping is in compliance with agency and OASAS regulations and policy & procedures. Must be available day, evenings and weekend hours. Finger Lakes Area Counseling and Recovery Agency (FLACRA) is a growing, not-for-profit behavioral health and substance abuse treatment provider with decades of experience and multiple innovative program located throughout the Finger Lakes Region. Our services include outpatient, residential, crisis center, vocational, housing and youth services. We pride ourselves on being committed to the professional development of all our staff and if that is important to you, we invite you to choose FLACRA! Valid NYS Drivers' License. Excellent benefits package for Full and Part Time. Job Requirements: Bachelor's Degree in Human Services Field, addictions experience and CASAC or QHP required for position. English/Spanish a plus. To apply, mail resumes to 28 East Main Street, Clifton Springs, NY 14432 Attn: HR. Or go to <https://nlx.jobsyn.org/bc977c5018b04a8a82a381f992b4046d161> OSOS 9/17/20

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

#### **Part Time Opportunities**

- Family Resource Center Assistant – Addison & Mobile
- Center Based Home Visitor – Yates County
- Senior Community Service Program

#### **Substitute Opportunities**

- Substitute Drivers

#### **Temporary Opportunities**

- Temporary HEAP Processor

## Full Time Opportunities

- Consumer Resource Aide
- Home Based Home Visitor – Addison Area

For full descriptions and to apply for any of the positions listed above, please visit: <http://proactioninc.org/job-opportunities/>.  
Workforce Development 10/9/20

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

- Ambulance Driver – SSH
- Cook II – SSH
- CNA LTC - Homestead
- ED Crisis Evaluator – SSH
- GPN – Job Fairs/School Recruitment – Homestead
- Housekeeping Aide – SSH
- IT Help Desk/Computer Operator II - SSH
- LMSW Social Work, Outpatient – SSH
- LPN Physician Practice – FLH
- Medical Records Coder 1 – SSH
- Medical Secretary - FLH
- Medical Technologist – SSH
- Nursing Assistant/Unit Clerk – SSH
- Nutritional Services Aide -SSH
- Nurse Manager LTC - Homestead
- Nutritional Services Manager – SSH
- Patient Access/Registration Supervisor - SSH
- Physical Therapist - SSH
- Physical Therapy Assistant - SSH
- RN-Cardiac Rehab Nurse - SSH
- RN Clinical Leader – Homestead & SSH
- RN Bedside – Unit 1 – Homestead
- RN Bedside – Unit 2 - Homestead
- RN Bedside – Unit 3 - Homestead
- RN Bedside - Emergency Dept. – SSH
- RN Bedside – Med/Surg Acute - SSH
- RN Director Nursing LTC – Homestead
- Safety Screening Associate – FLH
- 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 10/9/20

## HOSPITALITY/RESTAURANT

### Dishwasher (Penn Yan, NY)

- We are looking for a part time dishwasher! Come in and fill out an application! The Wagner Restaurant, 124 E. Elm St, Penn Yan, NY  
Facebook 10/9/20

### Restaurant Workers (Penn Yan, NY)

- McDonald's of Penn Yan is now hiring all shifts. Starting at \$13.75/hour. Open Availability is a plus. Weekend availability is a must. Apply online at <https://careers.mcdonalds.com/us-restaurants/jobs>.  
OSOS 10/9/20

### Various Positions (Penn Yan, NY)

- Microtel Inn & Suites has the following positions available: \* Assistant Executive Housekeeper \* General Manager \* Housekeeping \* Front Desk Agent \* Guest Services Manager \* Houseperson. For more information and to apply please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?!=Penn+Yan%2C+NY>.  
Indeed 10/9/20

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

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking seasonal staff to join our team. Interested individuals must have an enthusiasm for wine, a passion for taking great care of our guests, an upbeat, team player mentality, and availability to work Saturdays & 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 up to 40lbs. is required. Job duties 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. Up to 40 hours per week available starting in late spring. 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 email your resume to [rsullivan@glenora.com](mailto:rsullivan@glenora.com) or submit an application in person at the winery, 5435 State Route 14, Dundee. Facebook 9/30/20

## **OFFICE WORK/MANAGEMENT**

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

- Mature responsible individual needed as Office Manager of a small Psychiatric practice. Duties include reception and typing. Health care experience preferred. 33 hours/week. Send resume to 4093 Friend Rd., Penn Yan NY 14527. No phone calls. Chronicle Express 10/7/20

### **Human Resources Manager (Penn Yan, NY)**

- Coach & Manufacturing, Inc., headquartered in Penn Yan, NY, is currently looking for a Human Resources Manager. As a family-owned company that is proud to offer the safest buses on the market since 1948, Coach & Manufacturing, Inc. has long history of manufacturing excellence and unbeatable customer service. Description Summary: Reporting directly to the President, the Human Resources Manager will direct the design, development, implementation, and evaluation of key Human Resources initiatives for the company. This position will provide leadership, planning, and oversight of all HR initiatives and ensure that the programs support and reflect the company's strategic objectives. Responsibilities include the development of effective Human Resource strategies to support the overall business objectives including organizational design, change management, employee relations, recruitment and retention strategies, employee development and communications, employment law, and compensation and benefits. In addition, the HR Manager manages the day-to-day operations of the Human Resource office and carries out responsibilities in employee relations, training and development, benefits, compensation, organizational development, and employment. The right candidate will have: Bachelor's degree in Human Resources, Business, or related field or a combination of education and experience. Three to five years of leadership experience in Human Resources with at least five (5-7) plus years in overall HR administration. Direct experience in the manufacturing environment or related field is highly preferred. Current knowledge of State and Federal employment law, including experience with practical application and interpretation of employment law. Experience working in a unionized environment is preferred. HR certification such as PHR, SPHR, SHRM-CP or SHRM-SCP preferred. A demonstrated ability to work independently, provide expertise, and guide internal team members through various organizational development initiatives. Excellent customer service, interpersonal, and communication skills. Ability to communicate effectively with all levels of employees of a company, from entry level to the leadership team. Ability to prioritize, organize, and manage multiple tasks. HR problem analysis and resolution at both strategic and functional levels. Experience leading a full HR Department. This company is an equal opportunity employer. To apply, contact the employer on-line: Web-site: <https://nlx.jobsyn.org/7c35d84a8165437bac9ff68fb90abfcd161> OSOS 10/8/20

### **Human Resource Manager (Penn Yan, NY)**

- KanPak®, a golden state foods company, is a global leader in the development and manufacturing of the very best beverage, yogurt and dessert solutions. We are seeking an energetic, skilled Human Resources Manager for our facility in Penn Yan, NY. We are looking for a forward thinking HR professional who has demonstrated success in all core functions of HR, but also is able to maximize employee performance and meet strategic objectives as a business partner to the management team. This person will help formulate strategies and programs to enhance cross-functional relationships, employee relations, training, performance management, onboarding, etc. This person manages all Human Resources functions and activities to ensure that KanPak recruits and retains a qualified workforce to meet KanPak and customer objectives. Education/Certification: Bachelor's degree in Human Resources or labor-related field from an accredited college or university required; Master's degree in Human Resources, Business, PA or labor related field preferred. SHRM-CP or Professional in Human Resources (PHR) certification highly desired/preferred. Bi-Lingual (Spanish / English) highly desired. Experience: 7 to 10 years of relevant work experience - manufacturing experience highly preferred. For a complete job listing and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&advn=394431366881593&vjk=2e26a67301150c4d>

Indeed 10/6/20

### **Insurance Customer Solutions Representative (Penn Yan, NY)**

- Stork insurance Agency is looking for a full time skilled problem solver to join our team. We need an enthusiastic individual who can listen to our customers, and offer quick and accurate assistance. The successful candidate for this role will work to be trained in product knowledge and become a licensed agent. 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. 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. Experience: Customer Service: 1 year (Preferred). Company's website: <https://www.storkinsurance.com/>. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&vjk=0e19871e5a4e88ba> Indeed 10/3/20

### **Village Clerk/Treasurer (Rushville, NY)**

- The Village of Rushville is currently seeking applicants to fill the position of Village Clerk/Treasurer. This position supports both employees and Village residents. Initially, the duties of Clerk/Treasurer will be: Payroll timesheets; Utility billing and collection; Preparation of the Village Board agendas and meeting minutes. Functions necessary to support the Mayor and Village Trustees: Banking – making deposits; Tax collector; Records Management Officer; Registrar of Vital Statistics; FOIL requests. In addition to specified responsibilities, the Clerk/Treasurer is on the front line and must be able to maintain a cheerful and pleasant attitude when dealing with the public. The Clerk may also be asked to represent the Village as a participant at functions such as the New York Conference of Mayors. The following fiscal duties will be incorporated into the position upon satisfactory completion of training with the current Village Clerk/Treasurer: Reconciliation of Bank statements; Orchestrates the development of the Village's annual budget; Compile information for the Annual Update Document for submission to the State Comptroller by our Accountants; Complies with all rulings from the Office of the State Comptroller and advises the Village Board of Trustees. Qualified applicants should have public sector experience or equivalent qualifications. Applicants with accounting background are encouraged to apply. Salary will be commensurate with knowledge and experience. Interested applicants should forward a cover letter and Resumé to Village of Rushville, David R. Le Clair, Mayor, 1 S. Main Street, PO Box 51, Rushville, NY 14544. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=1923f214dd5ce1ad&advn=8337692141237469>

Indeed 10/3/20

### **Property Leasing Agent (Penn Yan, NY)**

- Finger Lake Premier Properties has an opening for Property Leasing Agent. Oversees residential real estate property rentals by advertising and filling vacancies; negotiating and enforcing leases and rent/security deposit payments; maintaining and securing premises with the assistance of onsite staff. Prospects for and secures new property management accounts to the benefits of the company's financial and expansion goals. PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This role routinely is exposed to both a standard office equipment and external work environment. Must be able to work in hot, humid, raining, cold windy conditions. Exposure to different types of chemicals and allergens such as dust, pollen, etc. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines. May involve travel to office locations, properties and professional development. While performing the duties of this job, the employee is regularly required to use their hands in a repetitive motion typing, reaching, grasping, and sitting. For a complete list of Functions, Knowledge, Skills and Abilities and to apply go to: <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=20&vjk=954ad5fbf671ad3a>

Indeed 10/2/20

### **Office Manager (Branchport, NY)**

- Join this growing, family-owned company that's been in business for generations! Job Title: Office Manager (Direct Hire). Job Type: Permanent / Direct Hire / Full Time. Location: Near Branchport, NY. Shift: Days, Mon-Fri. Company: This is a position with a well-established company, which has been in business for more than 100 years. This company shows employee appreciation through various holiday parties, quarterly luncheons, bonuses, community engagement initiatives, etc. The Job Duties: Oversee and complete purchase orders, daily receiving, billing, and other office/business functions as required. Assist with annual inventory and inventory preparation. Assist with sales proposals. Assist with time keeping initiative. Coordinate daily team meetings, create agendas, etc. Supervise, coach, and train support staff. Create, review or update Job Descriptions. Create, review or update Work Instructions. Requirements: Similar office and billing experience. Similar inventory experience. Similar administrative experience. Pay: up to \$37K. Benefits: Company-contributed medical, dental, 401K with a match, company-paid life insurance, nine paid holidays, and vacation time. In order to be considered, please

submit a detailed resume. To apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&advn=2143072821021375&vjk=1fa1fb418d819358>

Indeed 10/2/20

#### Receptionist (Penn Yan, NY)

- Joining H&R Block as a seasonal Receptionist means you'll relentlessly focus on how to wow clients now, and in the future. You'll need the ability to work a flexible schedule in multiple, fast-paced locations during the tax season from January to April. Day to day, you'll...Greet clients in a personalized, friendly, and inviting manner. Match clients with the best-suited tax professional for their needs. Schedule clients how they would like to be scheduled. Handle client exits by ensuring all current and future needs are met. Maintain office cleanliness and organization of resources with team members. Other duties as assigned. What you'll bring to the team...High school diploma or equivalent. Experience working in a fast-paced environment. Previous experience in a customer service environment. It would be even better if you also had...Sales and/or marketing experience. Ability to multi-task. Strong organizational and time-management skills. Knowledge of cash register operations. Knowledge and experience with a Windows based computer system. Bilingual candidates strongly encouraged to apply! To apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=30&vjk=e9708e603366fe80>

Indeed 10/1/20

#### HR Manager (Branchport, NY)

- Join this growing, family-owned company that's been in business for generations! Job Title: Human Resources Manager (Direct Hire). Job Type: Permanent / Direct Hire / Full Time. Location: Near Branchport, NY. Company: This is a position with a well-established company, which has been in business for more than 100 years. This company shows employee appreciation through various holiday parties, quarterly luncheons, bonuses, community engagement initiatives, etc. Pay: \$65-72K + bonus potential. Benefits: Company-contributed medical, dental, 401K with a match, company-paid life insurance, nine paid holidays, and vacation time. The Job Duties: Carrying out responsibilities in the following functional areas: employee relations, training and development, benefits, compensation, organizational development, and employment. Coordinates implementation of services, policies, and programs and assists and advises company managers about Human Resources issues. Resolves payroll issues. Submits all payroll changes and requests. Tracks employee Paid Time Off and Planned Business Leave on Dashboard and submits Idle Time Sheets for weekly payroll. Advises management in appropriate resolution of employee relations issues. Oversees recruiting, testing and selection process to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward Company goals. Manages and Administers benefit programs such as life, health, dental insurance plans, PTO and employee assistance. Administers all company safety programs and directs the Safety Committee. Background profile: Five years of Human Resources experience. Bachelors degree or certifications preferred. Considerable knowledge of principles and practices of Human Resource administration. Excellent interpersonal skills. In order to be considered, please submit a detailed resume. To apply go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=20&advn=2143072821021375&vjk=10aa14b6efc75709>

Indeed 9/28/20

#### Associate Team Leader (Penn Yan, NY)

- H & R Block is seeking an Associate Team Leader. You will support a single retail office during tax season to consistently exceed client expectations and provide daily operation direction for the tax office. You won't prepare taxes in this role, so prior tax preparation experience is not required. You'll begin working a flexible part-time schedule in early December as you ramp up for the busy tax season and transition to a full-time schedule from January through April. Day to Day you will support the Multi-Unit Team Leader, serving as onsite point of contact for tax office associates and clients, ensuring quality and consistent execution that will allow us to promote the value of H&R Block. Execute and hold all tax office associates accountable to Standard Operating Procedures (SOP) execution and client service experience, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. Serve as point of contact for onsite escalated client service concerns. Ensure clients are scheduled properly and conflicts are resolved, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. Lead the office from the front desk, providing phone coverage and engaging with clients to deliver an outstanding experience. Lead daily activities to ensure that all tax office associates are scheduled, and work is completed according to deadlines, with attention to quality standards, priorities and overall goals. Lead daily huddles and communicate essential information to office associates. For a complete listing and to apply go to:

<https://nlx.jobsyn.org/bcc61794290740ab9f6200d4112ebfa3161>

OSOS 9/17/20

#### Team Leader (Penn Yan, NY)

- Joining us as a **\*\*Team Leader\*\***, you'll provide leadership to a customer-centric team of associates and accelerate their seasonal tax business by managing a single H&R Block tax office. You'll serve as the front-line manager to provide

leadership and development of tax office associates, delivering an outstanding client experience, and achieving all office related growth objectives. We'll help you advance your knowledge and skills you'll need to excel with us as you serve as a knowledgeable resource on tax topics and products for associates. As needed, you'll also prepare accurate tax returns for clients. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. \*\*Day to day, you'll...\*\* Partner with the District General Manager to create and implement office-level growth plans, which includes developing local partnerships and managing office community involvement; Assist the District General Manager in recruiting and interviewing candidates for tax office associate positions; Serve as point of contact for onsite escalated client service concerns; Ensure clients are scheduled properly and conflicts are resolved; Lead daily activities to ensure that all tax office associates work is completed according to deadlines, with attention to quality standards, priorities and overall goals; Build an engaging team environment by training and coaching associates to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions; Lead daily team meetings and communicate essential information to tax office associates; Create associate work schedules and ensure accurate timekeeping and overtime management; Prepare tax returns, as required. For a list of requirements and to apply go to:

<https://nlx.jobsyn.org/d5c29573b7ad4addb5012474ba4f7f14161>

OSOS 9/17/20

#### **Tax Professional (Penn Yan, NY)**

- Joining H&R Block as an experienced seasonal Tax Professional means you'll serve clients with diverse tax needs and you'll have the support of an expert team, dedicated to providing you with advanced tax training you'll need to be successful. H&R Block is the industry's largest consumer tax services providers and we have been focused on client service for over 60 years. When you join our team, you'll find that we're here to live our purpose - to provide help and inspire confidence in our clients and communities everywhere. \*\*Day to day, you'll... Conduct face-to-face tax interviews with clients; Prepare complete and accurate tax returns; Generate business growth, increase client retention, and offer additional products and services; Provide clients with IRS audit support; Mentor and support teammates. To apply go to:

<https://nlx.jobsyn.org/293af8df67df4eff845dce871bb0fd9e161>

OSOS 9/17/20

#### **Multi-Unit Team Leader (Penn Yan, NY)**

- This Job Posting covers openings in multiple office locations within the area. Joining H & R Block as a Multi-Unit Team Leader, you'll provide leadership over three H&R Block tax offices. Using your people management experience and passion for helping people, you'll provide leadership to the customer-centric teams in the offices you manage to accelerate their seasonal tax business. You'll serve as the front-line manager responsible for leadership and development of associates, delivering an outstanding client experience, and achieving all office related growth objectives for three tax offices. Prior tax preparation experience is not required. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. \*\*Day to day, you'll...\*\*Manage office staffing, operations, and logistics for three offices with support from two Associate Team Leaders; Partner with the District General Manager (DGM) to create and implement office-level growth plans and client growth targets, which includes developing local partnerships and managing office community involvement; Assist the DGM in recruiting and interviewing candidates for tax office associate positions; Build an engaging team environment, across all offices, by training and coaching associates while holding them accountable to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions; Conduct timely performance reviews and partner with Associate Relations Center to resolve associate issues and address performance concerns; Lead daily team meetings and communicate essential information to tax office associates; Create associate work schedules across all offices and ensure accurate timekeeping, as well as labor management, for staff in all offices; Travel between the three offices as required. May prepare tax returns, as needed. To apply go to: <https://nlx.jobsyn.org/f89ead3f69a94fee85c0ba09a98a197e161>

OSOS 9/17/20

## **LABOR/AGRICULTURAL**

#### **Greenhouse & Vegetable Manager (Stanley, NY)**

- Hemdale Greenhouses is a commercial transplant greenhouse operation. We produce high quality vegetable plug plants for ourselves and other producers in New York state. Job Responsibilities: Provide day-to-day leadership and management for all greenhouse operations & staff. Coordinate production and delivery schedules for all customers. Proactively communicate with customers: goals, expectations & sales each year. Foster & encourage a success oriented and accountable work environment for all greenhouse staff. Work with management to ensure greenhouse operations meet or exceed quality standards. Continually seek additional sales opportunities & growth. In a leadership role, work with Farm Manager to develop and implement plans for operational efficiency gains and profitability. Coordinate and manage fresh vegetable harvest with opportunity in marketing. Maintain the necessary Health, Safety, & Environmental records,

procedures, and documentation. Ongoing involvement in the Management team at Hemdale Farms & Greenhouses. Provide timely and accurate reporting of operational issues regarding plant health, equipment, and personnel. Pay: \$43,000.00 - \$55,000.00 per year. Benefits: Health insurance. Paid time off. Schedule: 10-hour shift. To apply go to: <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&advn=5773308898490242&vjk=d75c5099dec9918a> Indeed 9/30/20

#### **Assistant Vineyard Manager (Keuka Park, NY)**

- Crooked Vines/Folts Farm is a fifth-generation grape farm, in the heart of the Finger Lakes overlooking the picturesque Keuka Lake. Looking for a hardworking reliable individual that can provide hands on involvement in every facet of the vineyard operation, including but not limited to pruning, tying, spraying, soil adjustments, thinning, harvesting, shoot positioning, trellis work, etc. Assist Vineyard Manager with research, data collection, and special projects when necessary. Collect and record canopy parameters (shoot length, canopy density). Monitor pests and diseases and survey vineyard conditions. Collect fruit samples for maturation analysis. Perform basic cleanup and maintenance duties related to viticulture data collection. Operation and maintenance of tractors and farm equipment. All other duties as deemed necessary for the successful operation of a Vineyard. Qualifications: Two years of viticulture/agriculture preferred. Able to prioritize, meet deadlines with accuracy and work with minimal supervision. Must be capable of lifting up to 50 pounds repeatedly. Current valid NY driver's License. Knowledge of vineyards and vineyard equipment or agricultural crops. Harvest season experience operating various types of tractors and mechanical farm equipment safely and effectively, preferred. Pay based on experience. Please send resumes to Adam Folts, [vwwafolts@gmail.com](mailto:vwwafolts@gmail.com). Workforce Development 9/18/20

#### **Vineyard Laborer (Keuka Park, NY)**

- Crooked Vines/Folts Farm is a fifth-generation grape farm, in the heart of the Finger Lakes overlooking the picturesque Keuka Lake. Looking for an experienced vineyard laborer to assist with Vineyard Operations. Duties include but are not limited to: Pruning; Trellis Maintenance; Tying; Canopy Management; Spray/fertilizer application; operating various types of tractors and mechanical farm equipment; record keeping. All other duties as deemed necessary for the successful operation of a Vineyard. Must be able to lift 50 pounds regularly, stand on feet for long hours. 1-2 years' experience. Pay based on experience. Please send resumes to Adam Folts, [vwwafolts@gmail.com](mailto:vwwafolts@gmail.com). Workforce Development 9/18/20

#### **Temporary Lawn Crew Member (Penn Yan, NY)**

- Mozaic is hiring for a Temporary Lawn Crew Member. This position will be responsible for lawn maintenance services within the designated county/region served; mowing, trimming and clean-up of all trimmings and debris. Safe operation and maintenance of all lawn equipment and machinery. Individuals with developmental disabilities and veterans preferred. Required Experience: Basic mowing and equipment operating experience is preferred. Ability to lift Agency materials and equipment. Required Education: High School diploma or GED preferred but not required. Other Requirements: Ability to work effectively in a group setting. Attention to detail. Hours: Monday – Friday. To apply go to: <https://nlx.jobsyn.org/92971bafcd1e4fff84732408cbcd2620161> OSOS 9/17/20

#### **Advanced Agricultural Technician (Hall, NY)**

- LandPro Equipment LLC is looking for ambitious, driven individuals to join the LandPro team. If you have a passion for helping those who work hard for their Land, come join us and be a part of the premier brand in the Agriculture and Turf equipment industry. **Purpose:** Independently performs advanced diagnostics, service repairs and maintenance work on customer and/or dealer-owned agricultural and turf equipment. May require some direction or guidance from the Service Manager, Location Manager, or Shop Foreman. **Responsibilities:** Performs advanced diagnostics and repairs on agricultural equipment and established Integrated Solutions (IS) products. Participates in Service EDUCATE Training programs required for the development of skills and knowledge. Mentors Service Technician Trainees. Conducts or supports customer clinics. Maintains current knowledge of John Deere and competitive products. Maintains condition of vehicles, inventory, tools and equipment. Maintains a clean work area and performs work in a neat and orderly fashion. Follows all safety rules and regulations in performing work assignments. Completes all reports and forms required in conjunction with work assignments. Accounts for all time and all material used in performing assigned duties. May perform diagnosis and repair in the field. Responsible for other duties as assigned by your manager. **Experience, Education, Skills and Knowledge:** 3+ years of experience performing service repairs. Ability to perform advanced repairs and maintenance using special tools and equipment following Technical Manual procedures on machines of the Technician's specialty. Advanced knowledge of mechanical, electrical and hydraulic systems used in the repair of agricultural and turf equipment. Excellent skills in operating vehicles and equipment used for diagnostic purposes. Ability to use Service Advisor and basic computer functions. Ability to lift at least 75 lbs. repeatedly. Advanced Service Technician certification preferred. High School Diploma or equivalent experience required; Associates degree preferred. Valid driver's license required; CDL (Commercial Driver's License) and forklift license preferred. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=67cb98866f2ff855> Indeed 9/17/20

### **Wildlife Control Technician (Penn Yan, NY)**

- Wildlife Control of the Finger Lakes has an opening. Wildlife control is a demanding field, applicants should possess a strong work ethic, be polite, punctual, willing to learn and have the ability to work off ladders and lifts, as well as enclosed spaces like crawl spaces and attics. Job duties will include handling of various traps and animals, basic carpentry, problem solving, customer communication, sales and ability to drive to multiple locations. Pay based on experience and training provided. Must be willing to workdays, nights, and weekends, when needed. This job requires driving a company truck, NYS license is required. Pay: \$12.00 - \$18.00 per hour. Experience: Customer Service: 1 year (Preferred). To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=f81fb172c3e4aa2b> Indeed 9/16/20

## **SKILLED/MANUFACTURING**

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

- Coach and Equipment is hiring 1<sup>st</sup> shift welders. 1st shift is 6am - 2:30pm. New hires have a 90-day probationary period before receiving full time benefits. Benefits include health insurance, 401k, bonus, paid holiday and PTO. Skill sets we look for: Welders: Mig Welding experience needed. Candidates should demonstrate a willingness to learn a new trade, be able to work hard and be proud of the product you are making. If you are willing to work in a fast paced, team-oriented, safe environment, then stop by today and fill out an application at 130 Horizon Park Drive, Penn Yan, NY 14527 or download an application at this link: [https://www.coachandequipment.com/.../Application\\_for\\_...](https://www.coachandequipment.com/.../Application_for_...) Send the filled-out application or your resume to [hr@coachandequipment.com](mailto:hr@coachandequipment.com). Facebook 10/8/20

### **Meat Cutter/Butcher (Stanley, NY)**

- Bostrom Farms is expanding again! We have two job openings available. Meat Cutter/Butcher - We are a growing USDA meat facility and are looking for a meat cutter with experience. The right candidate will start out working between 30-40 hours a week. Some of the duties include carcass cutting, sausage making, packing, and cleaning equipment. Experience with a Kerres smoker would be a big plus! Prior experience is required. The perfect candidate would be able to take direction, do quality work, and follow all USDA requirements. Beginning pay depends on experience with a 30-day review to see if a pay adjustment needs to be made. Questions? Contact Gerald Zimmerman at [gerald@bostromfarms.com](mailto:gerald@bostromfarms.com) or Jill Bostrom at [jill@bostromfarms.com](mailto:jill@bostromfarms.com). Facebook 10/8/20

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

- Adecco Staffing is looking for temp to hire Downline Packer workers to join the amazing team at Kanpak. Here's a preview of what you'll be working on as a Manufacturing Production worker: Load bundles of boxes into machines; Operate labeler and ink-jet printer; Operate box erector and case packer; Load pallets onto conveyors; Stack cases on pallets; Use wrenches and pallet jacks; Manually clean equipment. Below are the physical demands: Frequently required to stand and walk; Occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl; Must occasionally lift and/or move up to 50 pounds. Here's what it takes to apply: Above all, you've got to be reliable. If you're ready to go at the start of each shift, you're A-OK in our book! Production worker positions may require some overtime. With starting pay rates at \$12.50/hr, this is a great opportunity to earn some fast, and serious cash! We have openings on 1 st , 2 nd , and 3 rd Shift! To apply, contact the employer on-line: Website: <https://nlx.jobsyn.org/6ecf282167894976ac34ac5c2271977e161> OSOS 10/3/20

### **Custodial Crew Leader (Penn Yan, NY)**

- Mozaic is hiring for a Custodial Crew Leader. This position provides all needed custodial supervision, transportation, and documentation of services to ensure all work is completed according to Agency and contract requirements. Crew Leaders must be able to problem solve effectively with individuals, team members, and service providers to provide quality services for all individuals and customers. Required Experience: 1-3 years working experience with individuals with disabilities. Leader Required Education: High School Diploma or GED. Other Requirements: A valid and acceptable NYS driver's license. Ability to lift agency materials, equipment, etc. Positive attitude, detail and customer oriented. Multitasking and organizational ability. Benefits Include: Medical, Dental and Vision. 5 weeks paid time off in your first year of employment. 403-B plan. Hours: Monday - Friday; 30 -35 hrs/week. To apply go to: <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=60&vjk=3a97bfe97c5f9b61> Indeed 9/27/20

### **Flight Line Worker (Penn Yan, NY)**

- We currently have a full-time flight line position available. Duties include maintaining aircraft and airport facilities, meeting customer needs with our Hertz car rental program, fuel quality control and providing superior service to customers. Hours vary based on need and will include evenings and weekends. The candidate must have the ability to operate a computer and the ability to be trained on proprietary Hertz Rental car software. The candidate must have a valid NYS driver license (preferably Class B or C but not required) and will have the ability to operate the following equipment: Aircraft tug; Highway grade snowplow/snow blower; Farm grade tractor with plow and/or mower attachments; Forklift. Candidate will be required to learn FAA requirements for airport fueling operations including proper fuel maintenance and receiving techniques. Candidate must have ability to do limited work on fleet aircraft under the strict supervision and direction of certified aircraft mechanics. Starting Pay is \$14 per hour increasing to \$15 per hour upon successful completion of 90-day probationary period. Interested parties should forward resume to [info@senecafight.com](mailto:info@senecafight.com). No phone calls please. EOE. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=c2d2900c4c030c20> Indeed 9/22/20

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

- ON-SITE WALK IN INTERVIEWS EVERY TUESDAY, WEDNESDAY AND THURSDAY AT 2PM!! \*\*\*\*\*WE LOOK FORWARD TO SEEING YOU! Job Description: Duties include inspecting and packing bottles at standard rate on assigned line(s). Responsible for general housekeeping. Assisting in scrap removal and grinding. Will pull plastic. May be required to operate a punch, load a conveyor or flamer and pack either blank or decorated bottles. May be required to tape and unitize cartons. MAJOR RESPONSIBILITIES: Promote a safe working environment. Understands and adheres to all Silgan safety policies and procedures to prevent injury to self and co-workers. Monitor ware for quality defects and promptly inform the operator and/ or the coordinator. Pack at standard rate. Operate a punch. Load conveyors and flamers. Practice housekeeping on assigned line(s) and around machine including mopping if necessary. Remove scrap from around the line. Grind and pull plastic as needed. Make and unitize cartons as assigned. Initial and date box labels. Make out unit tickets. Do any other work as assigned by the Supervisor. EDUCATION: Required: High School or GED. EXPERIENCE: Required: 1 years manufacturing experience. SKILLS: Required: Must be dependable, have a good attendance record and be able to understand bottle specifications to assure proper bottle inspection. Schedule: 12-hour shift. Experience: Manufacturing: 1 year (Preferred). To apply go to: <https://www.indeed.com/cmp/Silgan-Plastics/jobs> Indeed 9/18/20

### **Pick and Pack Worker (Penn Yan, NY)**

- Kelly Services is seeking candidates for 1st and 3rd shifts for an essential production company. \$14 and \$15/hour! This position requires employees to hand pick plastic bottles off the line, inspect for defects, and then package the bottles. This is entry level work paying \$14.00/hour days and \$15.00 overnights and a great way to get your foot in the door! Overtime every other week paying 21/hour plus. \$100 attendance every month if you qualify. For exceptional performers with a great work ethic, position and financial advancement can be swift. For a complete listing and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&advn=6111343572945211&vjk=d243261faad0613>

Indeed 9/18/20

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

- Remedy Staffing has the following positions available: \* Human Resource Generalist \* Painter/Undercoater \* General Labor \* Warehouse Associate \* Welder \* Large Parts Assembly \* Forklift Operators \* Production Worker \* Recycling Sorter \* Ground Maintenance/General Labor. Apply today at [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200. Workforce Development 10/9/20

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

- Production - Downline Packer - F/T – all shifts
- Human Resources Manager
- Maintenance Technician – 3<sup>rd</sup> shift
- Sanitation – Food Manufacturing – 3<sup>rd</sup> shift
- Warehouse - Forklift Operator – all shifts

To apply for any of the jobs listed above, please visit: <https://recruit.hirebridge.com/v3/CareerCenter/v2/?cid=7799>

Workforce Development 10/9/20

### **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/>

# CIVIL SERVICE EMPLOYMENT PORTAL

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.

## Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
<a href="#">GROUNDSKEEPER - MARCUS WHITMAN CENTRAL SCHOOL</a>	10/23/20	<a href="#">APPLY</a>
<a href="#">PUBLIC HEALTH EDUCATOR</a>	10/15/20	<a href="#">APPLY</a>
<a href="#">PUBLIC HEALTH NURSE</a>	10/15/20	<a href="#">APPLY</a>
<a href="#">PUBLIC HEALTH NURSE (TEMPORARY)</a>	10/15/20	<a href="#">APPLY</a>
<a href="#">PUBLIC HEALTH SPECIALIST</a>	10/15/20	<a href="#">APPLY</a>
<a href="#">PUBLIC WORKS MAINTENANCE WORKER - VILLAGE OF DUNDEE - MUST INCLUDE COPY OF HIGH SCHOOL DIPLOMA AND CLASS B OR HIGHER DRIVERS LICENSE</a>	10/16/20	<a href="#">APPLY</a>
<a href="#">REGISTERED PROFESSIONAL NURSE (TEMPORARY)</a>	10/15/20	<a href="#">APPLY</a>
<a href="#">REGISTERED PROFESSIONAL NURSE (YATES COUNTY PUBLIC HEALTH)</a>	10/15/20	<a href="#">APPLY</a>
<a href="#">TEACHER'S AIDE - DUNDEE CENTRAL SCHOOL DISTRICT - FULL TIME- INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	10/16/20	<a href="#">APPLY</a>

## Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
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### 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.

This is a list of all current exams within Yates County. For all exams, please see the General Conditions. Please follow the application guidelines.

*Please note, not all exams listed are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

### 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.

## Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
YC-13	<a href="#">ACCOUNT CLERK TYPIST</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-3	<a href="#">CLERK</a>	CR	N/A	N/A	<a href="#">APPLY</a>
19070	<a href="#">COMPUTER AIDE</a>	CR	N/A	N/A	<a href="#">APPLY</a>
18842	<a href="#">COMPUTER TECHNICAL SPECIALIST</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-11	<a href="#">CUSTODIAN</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-10	<a href="#">CUSTODIAN (PROMOTIONAL)</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-4	<a href="#">KEYBOARD SPECIALIST</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-9	<a href="#">OFFICE ASSISTANT I</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-8	<a href="#">SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST</a>	CR	N/A	N/A	<a href="#">APPLY</a>
19208	<a href="#">SYSTEMS ANALYST (EXAM REQUIRED)</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-12	<a href="#">WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER</a>	CR	N/A	N/A	<a href="#">APPLY</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.

<https://mycivilservice.yatescounty.org/jobopps>.

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**Yates County HSE/GED classes  
are starting again -**

**by Appointment ONLY!**

**Classes held in the County Office  
Building, 417 Liberty Street**

**Penn Yan**



**Morning class:**

**Mondays starting  
August 31st**

**9:00 am - 12:00 pm**

***By appointment only***

**NEW Evening class!**

**Wednesdays, starting**

**September 2nd**

**5:00–8:00 pm**

***By appointment only***

**To make an appointment, please contact  
Christine Yonge, Employment & Training Counselor  
Yates County Workforce Development**

**Call: 315.536.5140, ext. 0**

**OR**

**TEXT: 315.694.1043**

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# OCTOBER 2020

## OCTOBER 2020: Yates County Workforce Development Calendar of Events

\*Important Notice: This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5  <b>HSE</b> 9am-12pm (By Appointment Only)	6	7  <b>HSE</b> 5pm-8pm (By Appointment Only)	8	9	10
11	12  <b>HOLIDAY</b> Office Closed	13	14  <b>HSE</b> 5pm-8pm (By Appointment Only)	15	16	17
18	19  <b>HSE</b> 9am-12pm (By Appointment Only)	20	21  <b>HSE</b> 5pm-8pm (By Appointment Only)	22	23	24
25	26  <b>HSE</b> 9am-12pm (By Appointment Only)	27	28  <b>HSE</b> 5pm-8pm (By Appointment Only)	29	30	31

**\*Notes:**

\*HSE: High School Equivalency

For an Appointment Call: 315.536.5140, ext. 0 or Text: 315.694.1043





# Job Fair

Wednesday

October 21, 2020

10:00am to 1:00pm

CMAC Parking Lot G

## Participating Businesses & Agencies:

Thompson Hospital

Clifton Springs Hospital

Ontario ARC

Living Well Companion

Care

Lochland School

# Work With Comfort Keepers

Make  
a  
Difference

Choose Your  
Hours

## Job Fair

Enjoy  
Helping  
Seniors?

Are  
you  
Compassionate?

Come Meet us

@

Seneca Lake  
Park Shelter #1

October 14th,  
2020

10:00AM-4:00PM





# **PENN YAN MANOR NURSING HOME**

**STAFF EDUCATION/INFECTION  
CONTROL RN**

**EVENING SHIFT LPN**

**EVENING SHIFT CNA**

Must be able to work every other weekend.  
Applicant must be able to successfully pass a New  
York State Department of Health Criminal History  
Background Check and urine drug screen.

Interested applicants may apply online and find  
more details on Indeed, on our website  
[www.pennyanmanor.com](http://www.pennyanmanor.com) or print a paper  
application from our website and mail it to:

**655 North Liberty Street  
Penn Yan, NY 14527  
315-536-2311**

# \$5,000 to \$7,500 Sign On Bonus!

We are **GROWING** and so could you

Hiring RNs in 7 Counties

Now is the time to join our team of experienced clinicians and enjoy rewarding opportunities.



**UR**  
MEDICINE

Home Care

Join our Team Today!! <https://buff.ly/32EvXWM>

Are you a CNA seeking a rewarding career allowing you to do what you're passionate about in a warm and personalized environment?

## CNA opportunities

in Thompson Health's Skilled Nursing Facility,  
the M.M. Ewing Continuing Care Center!

### Reasons to work at the CCC:

- 5 star quality rated facility
- Multiple levels of support to ensure success
- Excellent infection control support and compliance
- Tuition Assistance & other excellent benefits
- High level of resident and staff satisfaction
- CARESCount Recognition Program

(Part time & full time  
positions on various  
shifts available)



*Apply online today*

to the CNA position that best suits your needs at:  
[www.ThompsonHealth.com/Careers](http://www.ThompsonHealth.com/Careers)

*Thompson Health is an EOE encouraging women, minorities, individuals with disabilities & veterans to apply.*

