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## Yates County Job Leads March 25, 2019

### AUTOMOTIVE/DRIVERS

#### Medical Transport Driver (Penn Yan, NY)

- Finger Lakes Transport is seeking friendly, enthusiastic drivers for our growing operation. We are a leading name for non-emergency medical transportation in the Finger Lakes region. Our fleet of vehicles is constantly on the move providing clean, safe, and reliable transportation to residents and visitors. We are currently seeking candidates for part time employment. Weekend availability is a plus. NYS Class E Driver's License - Preferred. Driver's License - Required. For complete details go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=91d7da8ea318aa51>

Indeed 3/18/19

#### CDL Driver (Penn Yan, NY)

- Suburban Propane has an opening for a CDL Driver. Responsibilities: Deliver fuel in a safe and efficient manner. Maintain the delivery truck which includes reviewing the maintenance record, performing inspections and reporting all vehicle conditions requiring attention for continued safe operation. Provide superior customer service. Account for funds and inventory with a user-friendly handheld terminal. Qualifications: Clean driving record with a valid Class A or B Commercial Driver's License with HAZMAT, tanker, and air brake endorsements as well as a valid Medical Examiner's Certificate allowing for operation in interstate commerce. Ability to lift and pull equipment that weighs 50 to 75 lbs. Exceptional customer service skills. As part of our pre-employment hiring process background checks and drug screens are performed. To apply go to: <https://nlx.jobsyn.org/6043a742d3af4b84ab274f54e5c88825161>

OSOS 3/17/19

#### Warehouse Specialist/Delivery Driver (Hall, NY)

- Nutrien Ag Solutions is currently seeking a full time, year round Warehouse Specialist/Delivery Driver for our Hall location. This exciting position comes with a competitive wage, health insurance, 401K, paid vacation and other benefits. Nutrien is a leading agricultural input company specializing in dry & liquid fertilizer, agricultural chemicals and vineyard supplies. As a part of our professional team, you will need a valid CDL-B driver's license (or ability to obtain shortly after hire) with a clean driving record. You'll also need to be able to pass a drug screening and background check upon hiring. Forklift experience is a definite plus, but we can train the right person. You'll also need to be able to safely lift 50 lbs. We tend to be busiest in the spring/early summer seasons, so you'll need to be dependable and work overtime during this period. Duties will primarily consist of loading and unloading trucks, assembling customer orders, delivering orders to local farms and basic equipment maintenance. Many other duties may come up on the job, so please be willing to help out in any way possible. This job will keep you moving and busy with little idle time. If you have an interest in joining our team, please email your resume or come fill out an application in person at 4685 County Rd 5 Hall, NY 14463. Craigslist post id: 6830879992 3/1/19

#### Ready Mix Driver (Penn Yan, NY)

- Lehigh Hanson is seeking a Ready Mix Driver. As a Ready Mix Driver, you will deliver concrete to job sites following safety and operational guidelines; check concrete for quality and size according to ticket; and maintain courteous customer relations. Deliver Ready Mix Concrete to the customer in a timely manner. Maintain vehicle in a clean, organized, and safe fashion. Perform minor roadside repairs. Visually inspect mix, slump and verify load sized. Work with customer to achieve maximum customer service. Work closely with dispatch to ensure quickest and safest routes to jobs. Assemble concrete chutes and operate chute controls during the pour. Observe all safety precautions and rules specified by federal, state, and Company regulations including but not limited to: wearing property safety gear and attending safety meetings, perform pre-trip inspections, complete vehicle inspection reports, and report unsafe conditions and accidents. This position will be based

in Penn Yan, NY. Here's what we are looking for - High school diploma or equivalent (GED) required. Valid Commercial Driver's License Class A or B. Proficient reading, writing, and math skills. Minimum of one-year vehicle road experience operating multi-speed transmission of a Commercial vehicle. Good driving record. Valid medical card. Concrete knowledge and experience preferred. Mechanical background or skills preferred. Work Availability - Be available to work six days a week (Monday-Saturday) and occasionally on Sunday. Must be able to drive a maximum of eleven hours per day and work up to 14 hours per day as regulated by the Department of Transportation. Solid attendance and punctuality history. Ability to climb ladders. Ability to lift and assemble concrete chutes weighing 60 lbs. To apply, go to: <https://nlx.jobsyn.org/8eedf715ac4540bca4779a2a071ded40161>. OSOS 2/23/19

## **CUSTOMER SERVICE/SALES**

### **Delivery/Yard Personnel (Penn Yan, NY)**

- Carey's Lumber & Building Supply is accepting applications for full/part-time delivery/yard personnel. Experience working with building trades desirable, but not a requirement. A valid and clean NYS driver's license is required, CDL preferred. Physically demanding position requiring good stamina and the ability to lift 50-75 lbs constantly throughout the day. Load and deliver goods to customers, unload trucks, operate fork lift, maintain yard cleanliness, stock and organize building materials. Apply in person at The Birkett Mills, 163 Main Street, Penn Yan, NY. Chronicle Express 3/20/19

### **TM Receiver (Penn Yan, NY)**

- Tractor Supply Company has an opening for TM Receiver. This position is responsible for maintaining inventory accuracy to keep inventory shortages at or below store goals and maximize stores sales by receiving and shipping freight within a timely manner. The Receiver is responsible for interacting with customers and team members, supporting selling initiatives, and performing assigned tasks, while providing legendary customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as adhering to Tractor Supply Company safety training and guidelines. Responsibilities: It is essential that you be available, flexible, adaptable, and service-oriented, as you must be able to fulfill all of the following requirements. 1) Maintain regular and predictable attendance. 2) Work scheduled shifts, and have the ability to work varied hours, days, nights, weekends, and overtime as dictated by business needs. 3) Take the initiative to support selling initiatives. 4) This position is required to perform a combination of duties during 95 percent of their day. Experience: Shipping/receiving experience preferred but not required. Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. Must be 18 years of age or older and possess a valid driver's license. Education: High school diploma or equivalent is preferred, but not required. Regardless of education level, you must be able to read, write, and count accurately. Other knowledge, skills or abilities: Basic computer skills/experience. Basic math skills. Strong interpersonal skills and ability to resolve issues ethically and with minimal conflict. Ability to freely access all areas of the store including selling floor, side lot, stock area and register area. For complete details and to apply, go to: <https://nlx.jobsyn.org/9f936eb1bc6147beb59c85c863c7fe78161> OSOS 3/11/19

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

- Tractor Supply Company has an opening for Team Leader. This position is responsible for assisting the Store Manager and Assistant Store Manager with the execution of operational, sales, and merchandising objectives by providing outstanding customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as training Team Members on the appropriate application of policies and procedures. Experience: Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. Supervisory experience preferred. Must be at least 18 years of age and possess a valid driver's license. Education: High school diploma or equivalent is preferred, but not required. Regardless of education level, you must be able to read, write, and count accurately. For a complete list of responsibilities and qualifications, please visit: <https://nlx.jobsyn.org/71d270f1efb54551b042649cfc4d76161> OSOS 3/11/19

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

- Dollar General has an opening for an Assistant Store Manager. Duties and Essential Job Functions: Provide superior customer service leadership; greet and assist customers, and operate cash register and scanner to itemize the customer's purchase. Open and close the store a minimum of two days per week. Assist Store Manager with scheduling employees, providing adequate training for employees, conducting safety meetings, and ensuring employee compliance with company policies and procedures. Follow company work processes to manage merchandise, including receiving, unpacking, stocking,

restocking and rotating merchandise on shelves and building merchandise displays. Assist in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls. Assist in implementation and maintenance of planograms; ensure merchandise is presented according to established practices and Store Manager direction. Assist in ensuring financial integrity of the store through strict cashier accountability, key control, adherences to company security practices and cash control procedures; authorize and sign for refunds and overrides, count register tills, and deposit money in bank. + Assist with management of the store in the Store Manager's absence. Work Experience and /or Education: High school diploma or equivalent strongly preferred. One year of experience in a retail environment and six months supervisory experience preferred. For complete details and to apply go to:

<https://nlx.jobsyn.org/59fae61a5fbe49658e3a126c3388c80b161>

OSOS 3/2/19

#### **Lead Sales Associate (Dundee, NY)**

- Dollar General is seeking a Lead Sales Associate. General Summary: Function as a Cashier and/or Stocker and act in a lead capacity in the absence of the Store Manager or Assistant Store Manager. Assist in setting and maintaining plan-o-grams and programs. Provide exemplary customer service. Perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets and reducing losses. For complete details please visit: Website: <https://nlx.jobsyn.org/ef154979d28142f690b0345c494d69e0161>

OSOS 3/2/19

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

- Dollar General has an opening for Sales Associate. The Sales Associate acts as a point of contact for our customers. The duties of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to maximize store profitability and customer satisfaction while protecting company assets. For complete details and to apply go to: Website: <https://nlx.jobsyn.org/3e273ae44f9e4cf7a94b9adb883dae29161>

OSOS 3/2/19

#### **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. Position Type: Full-Time; Starting Wage: \$13.50/hour. 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. Other duties as assigned. Education and Experience: High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. A combination of education and experience providing equivalent knowledge. 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. Ability to work both independently and within a team environment. Ability to stay organized and multi-task in a professional and efficient manner. Meets any state and local requirements for handling and selling alcoholic beverages. Physical Demands: Ability to stock merchandise from store receiving to shelving. Ability to place product, weighing up to 45 pounds, on shelving at various heights. Regularly required to sit, stand, bend, reach, push, pull, lift, carry, and walk about the store. For complete details and to apply visit:

<https://nlx.jobsyn.org/3cd7bc9d77ae440c8296da006a62c6f6161>

OSOS 2/26/19

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

- 7 Eleven is looking for a Sales Associate. The Sales Associate is a key employee whose actions have a direct effect on the store quality for our guests, in addition to ensuring profitability of our stores. This position is responsible for providing prompt, efficient, effective, safe and courteous quality services to the guest. Must be at least 18 years or older to apply. High School diploma or GED is preferred. Previous sales experience is preferred. Must be committed to work assigned hours and/or adjust work schedule as requested by manager. Must be able to work flexible hours (nights, weekends, and holidays.) Stores operate 24 hours a day, 7 days a week. For a complete list of duties, responsibilities and to apply go to:

<https://storecareers-7-eleven.icims.com/jobs/32991/sales-associate/job?hub=15&mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1420&height=500&bga=true&needsR edirect=false&jan1offset=-300&jun1offset=-240>

Indeed 2/23/19

## **EDUCATION/SCHOOLS**

### **Elementary Education (Penn Yan, NY)**

- Penn Yan Central School has an opening for a long-term Substitute Elementary position available from approximately May 23-June 30, 2019. Job Qualifications: Childhood Education Certification required. Position start date: 05/20/2019: Application deadline: 04/26/2019. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=2799d1d5d77ce4cb>

Indeed 3/22/19

### **7-12 English Teacher (Dundee, NY)**

- Dundee Central School has an opening for a 7-12 English Teacher. Starting Date: July 1, 2019. New York State Certification required. Interested applicants should submit Letter of Intent, Resume, References, Placement Folder, and Transcript. Application may be downloaded from website at: <http://dundeecs.org/staff/applications>. Respond by: April 19, 2019. Correspond with: Dundee Central School, 55 Water St., Dundee, NY 14837. 607-243-5534 Dundee Observer 3/20/19

### **7-12 Special Education Teacher (Dundee, NY)**

- Dundee Central School has an opening for a 7-12 Special Education Teacher. Starting Date: July 1, 2019. New York State Certification required. Interested applicants should submit Letter of Intent, Resume, References, Placement Folder, and Transcript. Application may be downloaded from website at: <http://dundeecs.org/staff/applications>. Respond by: April 19, 2019. Correspond with: Dundee Central School, 55 Water St., Dundee, NY 14837. 607-243-5534 Dundee Observer 3/20/19

### **Teaching Assistant (Dundee, NY)**

- Dundee Central School has an opening for a Teaching Assistant. Starting Date: July 1, 2019. New York State Certification required. Interested applicants should submit Letter of Intent, Resume, References, Placement Folder, and Transcript. Application may be downloaded from website at: <http://dundeecs.org/staff/applications>. Respond by: April 19, 2019. Correspond with: Dundee Central School, 55 Water St., Dundee, NY 14837. 607-243-5534 Dundee Observer 3/20/19

### **Elementary Special Education Teacher (Dundee, NY)**

- Dundee Central School has an opening for an Elementary Special Education Teacher. Starting Date: July 1, 2019. New York State Certification required. Interested applicants should submit Letter of Intent, Resume, References, Placement Folder, and Transcript. Application may be downloaded at: <http://dundeecs.org/staff/applications>. Respond by: April 19, 2019. Correspond with: Dundee Central School, 55 Water St., Dundee, NY 14837. 607-243-5534 Dundee Observer 3/20/19

### **Educational Associate (Keuka Park, NY)**

- Arc of Yates is a non-profit organization that serves adults, seniors, and children with disabilities throughout Yates and surrounding counties. With a focus on key values of integrity, diversity, results, quality, and respect, Arc of Yates is poised to help individuals with developmental disabilities achieve their maximum potential for independence and inclusion in the community. The Arc of Yates is currently recruiting for full time Educational Associate to work at our D.R.I.V.E. Program, located at Keuka College. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=40&vjk=695357064ea5de2c>

Indeed 3/19/19

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

- Penn Yan Central School District has the following full-time openings beginning September 1, 2019. To apply, submit an online application at: <https://pennyan.recruitfront.com>. Application deadline: 3/31/19. Elementary Teacher - Two (2) positions. Technology Teacher - Middle School Level. Mathematics Teacher - High School Level. Science Teacher - Chemistry Certification required. High School Level. Physical Education/Health Teacher.

Chronicle Express 3/13/19

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

- Lochland School, Inc. is accepting applications for Direct Support Professional. Job Description: Assist Developmentally Disabled adults with activities of daily living, dressing, bathing, grooming, meal preparation and transportation to various activities in the community. Rate of Pay: \$11.51 per hour. Work days per week: Wednesday – Sunday.

<https://protect2.fireeye.com/url?k=e75d6008-bb786c6b-e75f993d-0cc47aa88e08-496780b1e48077c7&u=http://www.lochlandinc.org/>; Email Julie at [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org); Telephone: 315-789-5208

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

- St. Michael School in Penn Yan, NY is seeking a NYS certified elementary teacher to fill a full time Kindergarten teaching position for the 2019–2020 school year. Interested candidates should send their résumé, proof of certification, and 3 letters of reference to Tom Flood, [Principal.Tom.Flood@dor.org](mailto:Principal.Tom.Flood@dor.org) Chronicle Express 3/6/19

**Long-Term Substitute (Penn Yan, NY)**

- St. Michael School in Penn Yan, NY is seeking a NYS certified elementary teacher to fill a long-term substitute 2nd grade, full time teaching position from mid-May until June 28, 2019. Interested candidates should send their résumé, proof of certification, and 3 letters of reference to Tom Flood, Principal. [Tom.Flood@dor.org](mailto:Tom.Flood@dor.org) Chronicle Express 3/6/19

**Early Childhood Assistant (Penn Yan, NY)**

- Child and Family Resources has an opening for an Early Childhood Assistant for a small drop-in care program serving up to 6 children maximum. Assist the EC Educator to implement program that provides a warm, safe, nurturing and loving environment that meets the physical, emotional, intellectual, and social needs of the individual child and the group including infants (6 weeks) through school-age children (12 years) using NAEYC guidelines. Carry out appropriate and positive discipline as per agency policy & procedures. Engaging and interacting in children's activities, preparation of activity materials, and prepare an environment that is clean, appealing and age appropriate. Engage in parent interaction supportive of family needs and child growth. High School diploma required. 1 year minimum experience required. To apply, contact the employer by mail, by email, or on-line. Child & Family Resources, Attn: Heather, 263 Lake St., Penn Yan, NY 14527. Email: [heather.fiero@cfresources.org](mailto:heather.fiero@cfresources.org). Website: <https://nlx.jobsyn.org/9acc00d625f945a39bc15f1ebf015596161> OSOS 2/25/19

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

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit [https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query\\_v0\\_posted\\_at\\_date=&481%5B%5D=2&commit=Search](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search) Workforce Development 3/14/19

**HEALTHCARE/HUMAN SERVICE****Pharmacy Manager (Penn Yan, NY)**

- Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues in a timely manner and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). Develops strong relationships with most valuable customers by anticipating customer needs and proactively offering services. Leads efforts to enhance customer experience by increasing focus on healthcare services (e.g. patient consultation, medication management, drug therapy reviews, and perform retail, clinical, or wellness services such as immunizations, flu shots, and diabetes awareness) thereby promoting the shift of the pharmacy role from transactional to interpersonal. Counsels patients and answers their questions regarding usage of medicine, side effects, interactions, contraindications, patient information privacy, generics, less expensive medicines, over-the-counter products, and refers to medical provider as needed to ensure medication is taken correctly, health needs addressed, and satisfaction with service. Performs pharmacist tasks including compounding, drug therapy reviews, verification, and medication management. For complete details and to apply go to: <https://nlx.jobsyn.org/63f7d9473e1c4d53a5e7da0c4cff93af161> OSOS 3/21/19

**Pharmacist (Penn Yan, NY)**

- Provides pharmacy consulting services to customers regarding the effective usage of medications, awareness with drug interactions and offering preventive healthcare services such as immunizations. Responsible for ensuring the proper compounding, dispensation, review and verification of prescribed medications within regulatory guidelines, company policies and procedures. Supports the efficient workflow of the pharmacy and assists the pharmacy manager in identifying

ways to optimize pharmacy financials, inventory management and enhance customer experience. For a complete job description and to apply please visit: <https://nlx.jobsyn.org/f6d970141a464b459e88203022364be3161> OSOS 3/18/19

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

- Lifetime Care has an opening for an RN. This position is responsible for direct nursing care. The RN is responsible for the delivery of patient care. This involves the assessment of patient and family needs, and the development, implementation and evaluation of an appropriate plan of nursing care. This RN may also serve as the case manager, which involves the identification of appropriate services, supervision of home health aide staff and ongoing review and evaluation of the utilization of services. Graduate of an accredited school of nursing and valid NYS registered nursing license required. A minimum of 2 years recent acute care experience preferred. Ability to travel and a 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. Minimum education required: Associates Degree. Minimum Experience required: 1 year. To apply go to: <https://nlx.jobsyn.org/22ad0a42b6fe43768a> OSOS 3/13/19

#### **Speech-Language Pathologist (Penn Yan, NY)**

- Lifetime Care is looking for a Speech-Language Pathologist. Successful candidate must be available to work part time 20-40 hours per week between the hours of 8am and 5pm Mon-Fri. with adult patients. Summary: Provides physician ordered speech/language therapy services, which include assessment, planning, developing and implementing an individualized patient therapy plan. Coordinates speech/language therapy with the interdisciplinary team care plan. Essential Responsibilities/Accountabilities: Provides physician ordered speech therapy services. Assures orders are renewed, per schedule, or as patient's response to current orders change. Is responsible for completing, in a timely manner, all documentation including initial assessment, visit notes, renewal orders, verbal orders, and discharge summaries. Identify patient short/long term goals in terms of functional outcomes. Reflect progress or lack of goal achievement in all charting. Confer with physician and/or disciplinary team regarding patient response to therapy. Provide restorative therapy for patients with communication and/or swallowing disorders; including, but not limited to dysarthria, voice problems/disorders, laryngectomy, aphasia and dysphasia. Develop alternative communication devices as appropriate. Provide instruction in compensatory techniques regarding swallowing disorders as appropriate. Ability to teach family and caregivers treatment modalities as well as clearly communicate interdisciplinary team's philosophy, goals, and outcomes. Attend scheduled interdisciplinary staff meetings and actively participate in treatment planning. Participate in committees and program development, as indicated. Maintain current knowledge by attending related conferences and seminars. Minimum Qualifications: MS or MA in Speech/Language Pathologist/Communication Disorders from an approved graduate program. NYS Licensure in Speech/Language Pathology. A minimum of 2 years of experience in an acute care facility and/or an acute/outpatient rehabilitation facility. Possession of a valid NYS driver's license. Pre-employment physical examination and an annual health assessment as required by New York State Health Department. To apply go to: <https://nlx.jobsyn.org/699f9ff782da4e8bad7c38680476d80b161> OSOS 3/13/19

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

- Safe Harbors of the Finger Lakes, Inc. staff are a passionate, dedicated team of professionals who strive every day to impact the communities we serve in a positive way. We maintain an unwavering commitment to ending interpersonal violence in our communities through comprehensive support and expert educational services. JOB SUMMARY: The case manager is responsible for providing ongoing advocacy and support services, after the initial crisis period to victims of all crime, with an emphasis on those who have experienced or witnessed physical, sexual, or emotional abuse. QUALIFICATIONS: Associates degree in human services and two years of experience. Bachelor's degree in social work or education preferred. Commitment to the mission of Safe Harbors. Ability to work independently, with good organizational skills. Ability to foster a cooperative, collaborative work environment. Ability to plan, develop and implement short and long range goals. Ability to maintain emotional stability under duress. Excellent communication skills, including public speaking ability. Comfort in dealing with and talking about sensitive issues. WORK SCHEDULE and COMPENSATION: 37.5 hours per week, generally weekdays 8:30am to 4:30pm with variations based on client's needs. Some evenings and weekends. \$16 per hour plus a generous benefits package including health and dental insurance, paid time off, and retirement plan. HOW TO APPLY: Submit cover letter and resume by email. Email: [info@shflny.org](mailto:info@shflny.org). Safe Harbors of the Finger Lakes, Inc. is an Equal Opportunity Employer OSOS 2/28/19

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

- Lifetime Care has an opening for Occupational Therapist. The Occupational Therapist administers agency standardized (OT) Occupational Therapy evaluations of patient functions and deficits consistent with requirements of homecare practice. Essential Responsibilities/Accountabilities: Establishes a treatment plan of care for physician review and approval. Documents treatment given and patient response for the clinical record. Records summary and secures physician orders for continuing care. Educates patient, family, and Home Health Aides as appropriate. Participates in patient discharge planning to meet continuing care needs. Minimum Qualifications: BS in Occupational Therapy from an accredited curriculum and at least 1 year of direct experience. Must have current licensure from NYS in (OT) Occupational Therapy. Demonstrated experience working with community resources using strong interpersonal dynamics, quality improvement strategies and techniques. Required ability to interpret and discuss written medical documentation. Expert skills in presenting case information. Ability to travel required. Bilingual skills are helpful. For complete details and to apply go to:  
<https://nlx.jobsyn.org/a967b15a928f4411b32ac82ba2b23f23161> OSOS 2/27/19

### **LPN (Dundee, NY)**

- Lifetime Care has an opening for an 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. Essential Responsibilities/Accountabilities: Performs nursing measures and interventions as assigned by the team manager. Systematically measures and documents patient response to interventions performed. Reports observed changes in-patient and family status, when appropriate, to the MD, team manager, and/or other care providers as appropriate. Assists in the implementation of patient/family teaching plans to promote self-care objectives. Performs other job-related duties as assigned. Regular and reliable attendance is required. Performs other functions as assigned by management. 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. Physical Requirements: Ability to travel as necessary in order to offer support for on-site visits to groups/brokers, training, and/or off-site meetings. For complete details and to apply go to:  
<https://nlx.jobsyn.org/263c085e90924101a872ffcea308f974161> OSOS 2/27/19

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

#### **Substitute Opportunities**

- Substitute Drivers

#### **Full Time Opportunities**

- SNAP Clerk/Typist
- Scanner
- Home Visitor Positions – Resilient Children and Families
- Receptionist Positions
- Head Start Resource Advocate – Avoca & Campbell-Savona
- Lead Teacher for 3-year-olds in Hornell
- Infant Teacher: Hornell
- Toddler Teacher: Hornell

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

- Part Time Program Assistant
- Head Start Family Resource Advocate
- Senior Service America Program Employment Opportunities

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

Workforce Development 3/25/19

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

- Activities Director - Homestead
- BioMed Tech II

- CNA LTC
- Clinical Primary Therapist
- Cook II
- Data Entry/Computer Operator II
- ED Crisis Evaluator
- EMT - Basic
- EMT Basic- Cohocton
- Graduate Practical Nurse-LPN
- Housekeeping Aide
- Housekeeping Aide Laundry SSH
- LPN Med Long Term Care - Bedside
- Mechanic II
- Medical Technologist
- Pharmacy Tech II
- Radiology Tech
- RN Clinical Leader
- RN Bedside – Unit I
- RN Bedside - Emergency Dept.
- RN Bedside - Med/Surgical Acute
- RN Clinical Leader
- RN Long Term Care Clinical Leader- The Homestead
- Security Officer
- Social Worker

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 3/25/19

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

- 1:1 Classroom/Day Care Aide Temporary - \$11.10 per hour
- Custodians - \$11.10 per hour
- Direct Support Professionals – Days Full time \$11.10 - \$12.50 per hour
- Educational Assistant-DRIVE Program @ Keuka College
- Floor Care Tech – \$11.10 per hour
- Lawn Crew Supervisor (Seasonal) - \$14.00 per hour
- Receptionist Part Time - \$11.10 per hour
- Residential Direct Support Professional - Evenings & Weekends in Penn Yan & Dundee \$12.50 per hour
- Substitute Direct Support Professionals for all programs \$11.10 per hour
- Substitute Custodian - \$11.10 per hour
- Vocational Counselor - \$12.50 per hour

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

Workforce Development 3/25/19

## **HOSPITALITY/RESTAURANT**

#### **Reservation Sales Agent (Penn Yan, NY)**

- Finger Lakes Premier Properties has an opening for Reservation Sales Agent. The Reservation Sales Agent is responsible to receive inbound reservation calls and actively follow-up on reservation inquires via email or outbound call in order to drive sales so individual and team goals are achieved; all while continually ensuring standards of processes are followed and that the overall customer experience remains a top priority. Vacation Planners must manage their time effectively in a fun, fast-paced sales driven environment to ensure all follow-up is performed in a professional and timely manner. The ideal candidate will be sales driven, interpersonal, persuasive communication style and organization skills. It is essential that



candidates work well in and with teams, are resourceful, career oriented, thrive in a dynamic work environment and welcome learning opportunities and seek professional growth. The candidate will be expected to meet both weekly and monthly department goals. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552925327622&rs=1&fromage=last&vjk=e234f61fbb0da129>

Indeed 3/20/19

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

- Finger Lakes Premier Properties has an opening for a Breakfast Attendant. This position is primarily responsible for the breakfast bar located in the main lobby of the Best Western PLUS. Responsible for providing high quality services for guests at the hotel ensuring the breakfast bar is well stocked and maintained during the breakfast hours. Essential Duties & Responsibilities: Maintains and fills breakfast items as needed. Keep breakfast area clean and garbage dumped. Breaks down breakfast and restocks as needed. Does all dishes and cleans the kitchen for the following day. Reports to Front Desk any breakfast items that will be needed before order arrives. Puts food order away weekly. Cleans all public areas (pool, exercise room, lobby, stairwells, hallways, etc.) Job Requirements: Excellent customer service skills. Ability to work a flexible work schedule necessary to support a 24x7 hospitality industry. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552925327622&rs=1&fromage=last&vjk=bd999168bb146f4b>

Indeed 3/20/19

#### **Guest Services Manager (Penn Yan, NY)**

- Microtel Inn & Suites is searching for a motivated, friendly individual with a strong work ethic. Responsible for: the day-to-day operations of the Front Office, to include but not limited to: personnel, budget performance and financial controls. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. For complete details go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=7344ed0af8213fe3>

Indeed 3/18/19

#### **Housekeeping Administrator (Penn Yan, NY)**

- Finger Lakes Premier Properties has an opening for Housekeeping Administrator. The Housekeeping Administrator is primarily responsible for assigning the Zone Leaders, Housekeepers and Linen Drivers their daily duties and coordinating work among the department. The Housekeeping Administrator works collaboratively with all employees and other FLPP stakeholders to support the company's goals through superior property service. The ideal candidate possesses excellent process improvement, interpersonal, persuasive communication style and organization skills. It is essential that candidates work well in and with teams, are resourceful, career oriented, thrive in a dynamic work environment and welcome learning opportunities and seek professional growth. Detail work is a major focus of the job, and those details need to be handled quickly, correctly, and efficiently. Education & Experience: One year of relevant experience, preferably in the vacation or hospitality industry preferred. For a complete list of duties & responsibilities and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=4501ca9e3fc80e45>

Indeed 3/18/19

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

- Microtel Inn & Suites is in search of dependable, friendly, professionals to join our housekeeping staff. Maintains clean guest and public areas at all times. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach, crawl, kneel. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. Ability to understand and follow oral and written instructions. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=95bb8ea82e412eba>

Indeed 3/18/19

### **Front Desk Agent (Penn Yan, NY)**

- Microtel Inn & Suites is looking for a Front Desk Agent. Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of Guest Service Representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. For complete details and to apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=f5c103853abc2824>  
Indeed 3/18/19

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

- Microtel Inn & Suites is seeking a Laundry Attendant. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. Maintains the laundry and appropriate facilities in a clean and orderly manner. Is responsible for the cleanliness of the laundry, as well as, the usage and organization of supplies. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to see and hear. Must be able to speak and understand English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. For complete details or to apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=5edc46e459b69321>  
Indeed 3/18/19

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

- Microtel Inn & Suites has an opening for Executive Housekeeper. Responsible for supervision, labor and cost controls of the Housekeeping Department. Maintains clean guest and public areas at all times. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach, crawl, kneel. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. Ability to understand and follow oral and written instructions. For complete details go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=26588f2e20fddb e9>  
Indeed 3/18/19

### **Night Auditor (Penn Yan, NY)**

- Microtel Inn & Suites have an opening for Night Manager. Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of Guest Service Representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. Support all accounting efforts made at the property level. Assist in training staff in proper accounting procedures. Review accounting items to spot weak areas in training and to follow up on these with those associates. For complete details and to apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=a29d7e226b573fcc>  
Indeed 3/18/19

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

- Microtel Inn & Suites has an opening for Houseperson. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of aggressively friendly hospitality while adhering to guidelines and procedures. Is responsible for the cleanliness of public space, as well as, the usage and organization of supplies. Assist room attendants ensuring cleanliness standards are met. Assist maintenance department with minor repairs and work orders. For

this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for up to eight hours, bend, stretch, reach, climb, kneel. Must be able to see and hear. Must be able to speak and understand English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=5126e763bef677a5> Indeed 3/18/19

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

- Microtel Inn & Suites has an opening for Breakfast Attendant. Responsible for offering prompt and courteous service so the guests have an enjoyable experience. Maintain the cleanliness and guest ready appearance of outlet. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds. Must be able to stand for eight hours, bend, stretch, reach. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Must display professionalism, honesty, and trustworthiness at all times. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1552913552634&rs=1&fromage=last&vjk=ba000dba7900b0fe> Indeed 3/18/19

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

- Microtel Inn & Suites has an opening in Maintenance. Performs repairs and preventative maintenance work to ensure the hotel maintenance quality standards are achieved and maintained. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. Must be able to perform major life activities: standing, lifting, bending, learning, reading, concentrating, thinking and communicating. For this position specifically: Must be able to push or pull 100 pounds and lift and/or carry 60 pounds. Must be able to stand for eight hours, bend, stretch, reach, climb ladders, crawl, kneel and be low to the ground when necessary, sometimes for extended periods of time. Must be able to see and hear. Must be able to speak and read English, the ability to communicate in another language may be helpful. Ability to understand and follow oral and written instructions. Must display professionalism, honesty and trustworthiness at all times. For complete details go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=f269204f2640cb07>

Indeed 3/18/19

#### **Overnight Houseman & Security (Penn Yan, NY)**

- The Hampton Inn has an opening for Overnight Houseman & Security. This is a full time overnight position. Night Houseman/ Security is responsible for the safety and security of guests and employees, their property, and the property of the Hampton by Hilton Penn Yan. Duties will include but are not limited to: Perform property walks and identify areas that need attention, respond to emergency situations such as safety hazards, medical emergencies and criminal activity, enforce hotel policies. Night Houseman / Security is also responsible for trash collection, sweeping & mopping, and other houseman duties, cleaning & snow removal of sidewalks during winter months. Also, responsible for meeting room set-up and tear-down when needed. Must perform any other duties as required by management to aid in better operation of the hotel. To apply visit to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&vjk=475ea07e2cd64f84>

Indeed 3/14/19

#### **Hotel Houseman (Penn Yan, NY)**

- The Hampton Inn has an opening for a full time Hotel Houseman. The House Attendant is responsible for cleaning and maintaining all public areas, corridors, vending areas, elevators and landings on guest floors, ensuring that hotel cleanliness standards are met. In addition, you will assist Room Attendants by making sure that they have the linen and other supplies that they need. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&vjk=e6cc13fcb7b5f739>

Indeed 3/14/19

#### **Room Attendant/Housekeeping (Penn Yan, NY)**

- The Hampton Inn is seeking Room Attendant/Housekeepers. The Room Attendant's responsibility is to thoroughly clean, sanitize, and maintain guest rooms and other assigned areas in a timely & organized manner to ensure guest satisfaction. Duties include cleaning of hotel guestrooms and public space including: dusting, vacuuming, changing bed linens, cleaning bathrooms, kitchen area, lobby and common areas. Assists in laundry when required. Review daily inventory of supplies needed to complete assignments for the day. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=48374a8c131147f5>

Indeed 3/14/19

### Housekeepers (Penn Yan, NY)

- Finger Lakes Premier Properties is looking for Housekeepers. Summer Housekeepers will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior property cleanliness and customer service. This position generally works during our peak season from May through August. Responsible for ensuring all established cleaning procedures and guidelines are followed; maintains consistently high quality cleaning services. Delivers personalized service that attends to every guest's and owner's needs, and meets or exceeds all service standards. This position is part time and seasonal, with housekeepers working anywhere from 8-20 hours per week. \$13.00/hour. Job Requirements: Must have a valid driver's license and reliable transportation to drive to the properties. Must be available at least one day of the weekend (Saturday or Sunday). Essential Duties & Responsibilities: Clean homes in a set time frame. Use company provided cleaning products. Follow safety procedures and company standards. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=4af24de667512dd3> Indeed 3/14/19

### Housekeeping Inspector (Penn Yan, NY)

- Finger Lakes Premier Properties is looking for a Housekeeping Inspector. The Housekeeping Inspector will work collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior owner services. Supports the Owner Services Manager and Director of Operations to meet the needs of all owners; assists in the implementation of owner service strategies. The ideal candidate will be extremely personable and have a high attention to detail. It is essential that candidates work well in and with teams, are resourceful and welcome learning opportunities and seek professional growth. This position will be required to work on the weekends. Requirements: Associate's Degree in related field preferred. Experience in a fast-paced, customer-focused, service industry. Prior housekeeping experience is preferred. For a complete list of duties and responsibilities and to apply visit: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=40&vjk=5b646522fedacf6c> Indeed 3/12/19

### Kitchen/Back Bar (Dundee, NY)

- Keg and Barrel Brewing Company is looking for experienced, part time Kitchen/Back Bar help. Experience: Kitchen and back bar: 1 year (Preferred) To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=70d230353b45a854> Indeed 3/23/19

### Front of House Staff (Dundee, NY)

- F.L.X. Wienery is seeking Front of House Staff. This position requires physical labor, intensive work and some experience. The position will assist the General Manager/Front of House Manager in all duties to ensure a clean, healthy, safe, and efficient restaurant with top-quality food served fast. The position will be focused on running a high-volume, fast-paced restaurant in a financially responsible manner while offering great food fast. The position is fast-paced and includes stocking, cleaning, and general front of house duties. The position works hand-in-hand with the General Manager and Kitchen Manager positions in order to ensure smooth, hospitable, and customer-oriented environment profitably. The position also works with Human Resources to report issues with Kitchen or Front of House Staff. Hours: 35-40 hours per week with seasonal variance. Salary: \$11.00 /hour. Experience: Hospitality: 1 year (Preferred). Education: High school or equivalent (Preferred). For a complete listing and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=09f56140d27ff472> Indeed 3/19/19

### Assistant Kitchen Manager (Branchport, NY)

- Camp Good Days & Special Times has an opening for Assistant Kitchen Manager. This is a Summer, seasonal, salaried position. Position Purpose: To assist the Food Service Manager in preparing and serving meals to all campers, staff and guests. Responsible for maintaining the cleanliness and sanitation of the kitchen and dishwashing area in compliance with the NYS Department of Health and ACA Guidelines. Essential job functions: Assist in the daily operations of the camp food service. Supervise, teach and direct work of summer staff kitchen helpers. Prepare and cook food as the menu indicates utilizing appropriate methods. Provide authority in the event the Kitchen Manager is not onsite. Ability to transfer 30 ponds unloading food, carry trays, dishes, supplies as needed. Must be 18 years old to apply. Certification in food service handling preferred. For complete details and to apply, please visit their Facebook page. Facebook 3/15/19

### Director of Dining Operations (Keuka Park, NY)

- AVI Foodsystems, Inc. is now hiring a Director of Dining Operations at Keuka College in Keuka Park, NY. Responsibilities for this position include: Prepare budget estimates and manage cost control for the dining service program, in all cost categories. Plan, organize and direct the work of management team, culinary professionals and other team members in a union or non-union environment. Manage the consistency of policies and follow established guidelines. Oversee safety and

compliance with federal, state and other regulatory agencies. Plan and direct the ordering, receiving and accounting of all food products, supplies and equipment for the location. Develop creative menus in a Higher Education dining environment. Provide excellent customer service on a Higher Education campus. Other duties and responsibilities as necessary. Job Requirements: A formal culinary degree is preferred but industry experience will be considered. Minimum of 5 years of food service/culinary management/hospitality management experience in an education or business dining environment. Flexibility to lead and support new accounts in the region as we grow our business. Ability to work collaboratively with peer managers to resolve conflicts involving team members. Prior experience leading, motivating and developing teams preferably in a union environment. Proven ability in managing costs to meet budget goals. Effective communication in both written and verbal form. The ability to plan, organize, and direct the work of others. Proficiency with word processing, spreadsheets and web based ordering systems. ServSafe Certification. To apply go to:  
<https://nlx.jobsyn.org/1e6cf72ab221439d908bbec6cb61894c161> OSOS 3/9/19

**Pizza Shop/Kitchen Help (Penn Yan, NY)**

- Brock's Bowl & Pizzeria is looking for reliable, hard working kitchen help immediately. Someone with food preparation and commercial kitchen experience preferred but is not a must. Must be available to work all different shifts between the hours of 9AM to Midnight throughout the week. Facebook 3/7/19

**Restaurant Associate (Penn Yan, NY)**

- 7-Eleven (Sunoco/Subway) has an opening for a full-time Restaurant Associate. The Restaurant Associate is responsible for providing prompt, efficient, effective safe and courteous quality food service to the guest. These objectives are obtained through quality of guests, merchandising handling, cleaning, maintenance, safety, security, and other general duties as assigned. Qualifications: Education and Experience - High School diploma or GED is preferred. Previous food service experience is preferred. Must maintain current food handlers or food safety certification as required by county. Must be authorized to work in the United States. Knowledge and Skills: Demonstrates sales and customer services skills. Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and to speak effectively before customers and employees. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to exercise sound judgment and work with minimum supervision. Ability to perform basic computer skills. For complete details and to apply, please go to:  
<https://nlx.jobsyn.org/6d8a717c722249c895d33c45d3f7c5d5161> OSOS 3/7/19

**Cook (Keuka Park, NY)**

- AVI Foods is now hiring friendly, service-oriented people to join our dining team for the 2018-2019 school year. We are currently seeking a full-time Cook whose responsibilities will include: Prepare and cook food for service; Ensure the cleanliness of the kitchen; Manage food inventory; Maintain a safe work environment; Encourage good customer relations through product promotion. Job Requirements: Culinary experience is a plus; Strong work ethic; Excellent communication skills; Exceptional food presentation skills; Ability to maintain positive attitude. Weekend availability. Exceptional starting pay up to \$14.00 an hour (BOE). To apply, contact the employer online: Web-site:  
<https://nlx.jobsyn.org/2c76dda420984839aacfb6be46828aa8161> OSOS 3/6/19

**Sous Chef (Penn Yan, NY)**

- Full and part-time positions available for experienced chef and sous chef at this waterfront restaurant. Open year-round. 301 Lake St., Penn Yan, NY Craigslis post id: 6831840584 3/2/19

**General Manager (Penn Yan, NY)**

- Pizza Hut has an opening for General Manager. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You have at least 2 years of leadership experience in the restaurant, hospitality or retail industry with responsibility for financial results. You're all about creating a great place to work for your team. You want to make your customer's day and it shows in the way you are maniacal about serving amazing pizza with a great big smile. You must be at least 18 years old with a valid driver's license, reliable transportation (not public transportation - you may need to drive to make deposits for the restaurant sometimes) and a true desire to learn and grow. To apply, contact the employer online: Website:  
<https://nlx.jobsyn.org/19a8b2ffe0c545ec9446a1204529819a161> OSOS 3/2/19

### Server (Penn Yan, NY)

- Pizza Hut has an opening for a server. Requirements: You must be a fun and friendly person who values customers and takes absolute pride in everything you do; cope well under pressure and thrive on a challenge; have a positive attitude and understand the need to be on time, all the time. You must be at least 16 years old. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/b73e7e4de2524356b6c9b89dbb7dd0ce161> OSOS 3/2/19

### Shift Manager (Penn Yan, NY)

- We have a great culture at Pizza Hut and look for people with a similar mindset. You're the honest, energetic and approachable type; able to get along and communicate easily with people at all levels. You're never short of a smile and take real pride in your work; cope well under pressure and thrive on a challenge. A natural leader, you sincerely value customers and champion teamwork. You're all about teaching new things and motivating the team to work together. You set high standards for yourself and the people you work with - you love keeping things clean, safe and fun for the team and the customers. You must be at least 18 years old with a valid driver's license and reliable transportation. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/589c935b0ffc413fbc0d41d073770004161> OSOS 3/2/19

### Driver (Penn Yan, NY)

- Pizza Hut has an opening for a Driver. Requirements: A clean driving record. Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle. Must have a friendly demeanor and keen sense of direction. Our delivery drivers need to be at least 18 years old. You will also need some basic math skills. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/e3b2ef6a1f9841c0a390c8db959ea0e8161> OSOS 3/2/19

### Production (Penn Yan, NY)

- Pizza Hut has an opening in Production. Requirements: The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: You're a fun and friendly person who values customers and takes absolute pride in everything you do. Communication skills are key - you're not going to be able to text message customers back and forth. In other words, you should be comfortable talking to strangers. You've got a positive attitude and understand the need to be on time, all the time. With loads of energy, you understand that work is easier - and more fun - with some teamwork. And you're at least 16 years old. Keep in mind, this is just basic information. You'll find out more after you apply. To apply, contact the employer online: Website: <https://nlx.jobsyn.org/f73ecb4efe31420f90aca87658980ef7161> OSOS 3/2/19

### Cashier (Keuka Park, NY)

- The AVI Foods operation at Keuka College in Keuka Park, NY is now hiring friendly, service-oriented people to join our dining team for the 2018-2019 school year. If you have a passion for service and are looking for an opportunity that also provides a great work/life balance, we want to talk with you! We are currently seeking a Part-time Cashier whose responsibilities will include: Operate a cash register efficiently and accurately; Prepare products and order stock; Ensure the proper signage when needed; Maintain clean, neat and orderly cash register areas. Job Requirements; Accurately record guest transactions; Cashier experience a plus, but not required; Ability to make correct change and work in a fast paced environment. Part-time opportunity offering 25 - 29 hours a week. For complete details and to apply go to Website: <https://nlx.jobsyn.org/9ffc1a6778744c59a22798e9e0920a12161> OSOS 3/1/19

### Tasting Room Staff/Wedding Staff (Dundee, NY)

- Starkey's Lookout is seeking applicants for tasting room staff and wedding staff for our busy summer and fall seasons. Must be 18 to apply and willing to work weekends. Apply in person or visit our website for an application. Craigslist post id: 6830184271 2/28/19

### Crew Member (Penn Yan, NY)

- McDonald's has openings for Day Crew Members. Must be 16 years or older. Open availability a plus. Must be available for weekends. Starting wage \$12.75 per hour. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. As a Crew Member, you may be responsible for: Greeting customers with a smile, taking accurate food orders, preparing all of McDonald's World-Famous food, partnering with other Crew and Managers to meet target goals during your shift, restaurant cleanliness, ensuring items are well stocked. This job posting contains some general information about what it is like to work in a McDonald's restaurant, but is not a complete job description. Apply at: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=495b605676fb4ff0> Indeed 2/14/19

### **Crew Closers (Penn Yan, NY)**

- McDonald's has openings for Crew Closers. Must be 18 years of older. Must be available for weekends. Starting wage \$12.75 per hour. As a Crew Person, you may be responsible for: Greeting customers with a smile, taking accurate food orders, preparing all of McDonald's World-Famous food, partnering with other Crew and Managers to meet target goals during your shift, restaurant cleanliness, ensuring items are well stocked. This job posting contains some general information about what it is like to work in a McDonald's restaurant, but is not a complete job description.

[https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bie000&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&of=1&fr=b&fromage=1&vjk=28bd002a63abc3f1](https://www.indeed.com/jobs?hl=en&from=ja&l=14527&radius=25&alid=5be1ab382e7c4576df61cc6d&tmtk=1csegb8g60bie000&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&of=1&fr=b&fromage=1&vjk=28bd002a63abc3f1)

Indeed 2/14/19

## **LABOR/AGRICULTURAL**

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

- Remedy is looking for Feed Mill General Warehouse Worker in the Penn Yan, NY area. Assist with daily feed grinding, measuring and grinding of grain, bagging feed and seed. Assist with moving commodities and assisting with inventory management. Customer service, loading bagged feed into customers' vehicles. Cooperatively working with other employees to ensure completion of the necessary work in a safe and timely manner. Operate forklift to complete tasks. \$14.00/hr. To apply go to: <https://www.remedystaffing.com/jobs/detail/426186> Workforce Development 3/21/19

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

- Currently seeking a construction laborer/tradesman to expand our team for a rapidly growing company. Looking for a team player who is willing to learn. Must be available full time and have reliable transportation. Pay is based on experience, but there is room for growth with dedication and hard work. Craigslist post id: 6845599922 3/21/19

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

- Empire Wash & Dry is looking for someone to work 3pm-8:30pm part time hours at the launderette in the Penn Yan Lake St Plaza. Job duties include sweeping, mopping, cleaning machines and occasional laundry for customers. Applicants need to apply in person and drop off a resume. Workforce Development 3/11/19

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

- Ribble's Septic Service 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. Please provide your resume or feel free to stop in the office for an application at 249.5 Lake Street Penn Yan.

Craigslist post id: 6835765850 3/7/19

### **Lifeguards and Laborers (Penn Yan, NY)**

- The Village of Penn Yan has announced they will begin the recruiting process for seasonal Lifeguards and Laborers. The employment season is from April 1-September 2. First review of applications will begin on March 12, 2019 and will continue until no longer needed. For more information or to apply, please visit: <https://mycivilservice.yatescounty.org>

Workforce Development 2/28/19

### **Residential and Commercial Cleaner (Penn Yan, NY)**

- Rider's Cleaning Service is a general cleaning of businesses and homes company. The best candidate should be willing to work solo as well as paired as a team. This person must also be detail oriented and self motivated. He or she must also have a valid driver's license and/or transportation to and from job locations. This is a part-time position with a salary of \$8,000 to \$15,000/year. Experience: Cleaning: 1 year (Preferred). Morning or evening shifts preferred.

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=5453add45c0cd85e>

Indeed 3/7/19

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

- Remedy Professional Services is currently aiding in a search for a full-time, direct-hire Facilities Maintenance Technician. This position will work Monday-Friday, 7am to 3pm. Our client is a manufacturing facility in Penn Yan. Responsibilities: Lawn mowing and trimming. Minor building repairs and painting. Keep lighting fixtures in working order, changing fluorescent bulbs. Keep restrooms & sinks in working order. Routine maintenance of compressors. Routine maintenance of all cleaning

equipment. Routine maintenance of test cell water system. Requirements: 2 years in a similar position. General mechanical, carpentry, plumbing, and electrical knowledge/skills. Able to hang a door, maintain a mower, replace a door lock or electrical outlet, replace a fluorescent light fixture, etc. This position will pay \$14-18/hr. Company benefits include company-contributed medical and dental, 401K with a 3% match, vacation time, and more. To be considered, please respond to this ad with a copy of your resume. <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?advn=168721378812378&vjk=613d538c5115d550>

Indeed 3/1/19

#### **Custodian (Keuka Park, NY)**

- Finger Lakes Premier Properties is looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. This position will generally work Sun through Thurs 2:00 pm to 10:30 pm. This is a full-time position. \$13.00/hour. Craigslist post id: 6831143484 3/1/19

## **OFFICE WORK/MANAGEMENT**

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

- JR's Garage & JR's HVAC & GC currently has an office position available. We need applicants that are professional, detail oriented, highly organized and able to quickly shift gears between our fast paced companies. A basic understanding of the automotive and/or HVAC industries would be beneficial. Applicants must be proficient in Microsoft Word and Excel. For a complete list of duties go to their posting on Facebook. To apply, please stop by and see Jeff at 1285 Nutt Rd., Penn Yan, NY. Facebook 3/22/19

#### **Service Advisor/Marine Service Writer (Penn Yan, NY)**

- A Service Advisor is often our first point of contact for service customers via telephone and in person. In this role, you will prepare written estimates for service work and parts and act as a liaison between customers, manufacturer representatives, and service technicians. Job Duties/Responsibilities: Follow all safety rules and regulations while performing work assignments. Must have outgoing, friendly personality and superior communication and customer service skills. Initiate repair orders, schedule appointments, communicate with customers, prepare customer billing, and maintain customer service records. Must be customer service, yet goal-oriented, maintaining a sales-focused approach in an effort to increase service revenue. Initiate & submit manufacturer warranty claims and parts returns promptly. Helps maintains the service library with up-to-date information. Maintains a clean and safe work area. Completes other duties as assigned. Requirements: A high school diploma or equivalent. Professional appearance and positive attitude to all customers. Ability to communicate at a high level, both verbally and in writing. Organizational and computer skills are required for the position. Be team-oriented, self-motivated, and process driven. Customer service or sales-related background: marine, auto, food service, or sporting goods. Have a valid state driver's license. Must be able to lift 50 pounds. Ability to pass a pre-employment background. Pay \$14-\$17/hour depending on experience. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=60&vjk=57c9b8120ee0d677> Indeed 3/15/19

#### **Customer Service Representative (Geneva, NY)**

- Phelps Sungas is seeking a full time Customer Service Representative. Duties include answering multiple phone lines, assisting customers in the office, filling propane tanks, gas billing, entering payments. Salary: \$13.00 per hour. Experience: Call center: 1 year (Preferred); Customer Service: 1 year (Preferred). To apply go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=c390d64e254cf845> Indeed 3/15/19

#### **Principal Account Clerk Typist (Penn Yan, NY)**

This position involves responsibility for planning, assigning and supervising complex account keeping activities through the application of standardized account keeping and supervisory practices. The work requires independently performing the most important phases of the accounting process. General supervision is received from higher level supervisors with wide leeway allowed for making independent judgments concerning policies, procedures and technical problems. Direct supervision is exercised over the work of lower level clerical employees. Does related work as required. Minimum Qualifications: Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Accounting, Business Administration, or a related field and three years of experience in maintaining



financial accounts and records, one year of which shall have been at the supervisory level; OR Graduation from high school or possession of a high school equivalency diploma and five years of experience as outlined in (a) above, one year of which shall have been at the supervisory level. Application deadline April 12, 2019. For a complete listing go to:

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

Workforce Development 3/13/19

#### **HR Generalist (Dresden, NY)**

- Ferro Corporation is seeking an HR Generalist. The main purpose of this position is to maintain the daily activities of HR department and to partner with business managers to develop, attain and communicate the site business strategies to associates. Responsibilities Related to the Job: Interacts with associates to ensure their concerns and problems are heard and to serve as a clear line of communication between associates and management. Responds to inquiries regarding company policies and procedures and communicates responsibly to workforce. Oversees maintenance of site personnel records, benefit plan participation, personnel transition records and associated recordkeeping. Utilizes and updates workday records and compiles various reports for use within the department and for other managers including associate data, EEO/AAP, etc. Responsible for payroll coordination which includes, processing hourly payroll, transmitting non-exempt timesheets to corporate, tracking non-exempt vacation and personal usage, tracking step progression increases, and seniority listing. Ensures compliance with rules and regulations. Conducts the recruitment for hourly and temporary associates to meet business direction and goals; coordinates with staffing agencies. Oversees pre-employment process and onboarding for each new associate. Performs local benefit administration to include claim resolution, change reporting, and communicating benefit information to employees. Tracks progress of the performance management program. Coordinate and participate in company-wide activities such as holiday events, service awards and other recognition programs. Special projects/teams as requested by Corporate HR. Required Qualifications and Knowledge: Bachelor's degree in human resources, business or related field and three years of human resource experience; or any combination of education, training or experience that demonstrates the ability to perform the duties of the position. Candidate must have a knowledge of employment law & policies. Excellent computer skills; expertise in Workday, Kronos and ADP Payroll software is desirable. Position requires strong computer. To apply go to:

<https://nlx.jobsyn.org/09b4b149c4bf4590a7ab973084e91d73161>

OSOS 3/13/19

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

- KanPac is 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 KanPac recruits and retains a qualified workforce to meet KanPac and customer objectives. Ensures compliance with labor, safety, and company rules and regulations. Essential Functions: Oversees the recruitment, selection, placement, and orientation of exempt, non-exempt, and hourly employees to achieve required staffing levels and selection of the best qualified candidates. For a complete list of responsibilities and to apply go to:

<https://nlx.jobsyn.org/16eb0c8ddf1d496d971dc185bba3543f161>

OSOS 3/13/19

#### **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](https://2020census.gov/jobs)

Workforce Development 3/11/19

#### **Sales Order Coordinator (Penn Yan, NY)**

- Coach and Equipment Manufacturing is seeking a Sales Order Coordinator. The successful candidate will support dealer activities and serve as the company's main interface with dealers. They will be instrumental in the sale of buses and play a key role in the company's growth. They will routinely communicate with sales people, dealer principals and end customers to provide pricing, product information, order/change order processing and documentation support. The goal is to do a superior job to represent the company's products in a highly competitive marketplace. Qualifications: High School diploma or a GED. Associates degree in business or 5 years of relative experience. Candidate must meet qualifications in: Attention to detail; process orientated; deadline focused, dependable and able to work independently with little supervision. This is a fulltime position that will work Monday-Friday from 8am-5pm. They will report to CEO and Company President. Computer skills in a variety of different systems. Experience: Manufacturing Business: 1 year (Preferred). Education: Associate

(Preferred). For a complete list of duties and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=0cdca68cd7e9b09b>

Indeed 3/7/19

#### **Production Assistant & 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, Good computer & writing skills and speaking voice needed. Must have reliable transportation. Looking for reliable & long term employee. May combine with Sales Executive for more hours. 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. Chronicle Express 3/6/19

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

- Lyons Bank has an opening for a Temporary Teller. General Responsibilities: Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving function of the branch office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information and referring where appropriate. Basic Qualifications: Education/Training: A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Skill(s): Moderate reading, writing, and grammar skills; proficient analytical and mathematics skills; proficient communicative and interpersonal relations skills; proficient eye-hand coordination; ability to operate various office machines; basic PC and keyboarding skills; ability to lift approximately fifty (50) lbs. of coin; visual and auditory skills. Experience: Three (3) to six (6) months related experience and/or training preferred. For further information and to apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=23f25686858f43b8> Indeed 3/2/19

#### **Secretary/Bookkeeper (Penn Yan, NY)**

- Long's Cards & Books is looking for a reliable, motivated, hardworking individual for a part time position with the option and/or potential for full time. Candidate should be knowledgeable with business accounting, invoicing, accounts payable, banking deposits, etc. Experience with Peachtree and POS systems is preferred. Ideal applicant will have excellent customer service skills and retail experience. Responsibilities may also include merchandise inventory, buying, product display, assisting customers, and various retail duties. Long's is a well established business in a wonderful small town in the heart of the beautiful Finger Lakes Region of western New York State. We serve a large base of year-round and seasonal customers, small businesses and corporate clients. To apply, contact the employer in person: Gloria Long, 115 Main Street, Penn Yan, NY 14527 OSOS 3/1/19

#### **Guest Service Coordinator (Penn Yan, NY)**

- Finger Lakes Premier Properties has an opening for Guest Service Coordinator. The Guest Services Coordinator provides administrative and dispatching support to the Property Services Department of services workers including Zone Leaders, Housekeepers and Maintenance Technicians based on service orders, reservations and need. Provide cost-effective measures and logistics while dispatching staff in a timely and effective manner. Provide administrative support to the Property Services Department as needed. Log and manage daily incoming phone calls and dispatch information accordingly. Review all daily documentation to insure issues are resolved in a timely manner. Manage daily phone calls. Requirements: 2-3 years of experience with dispatching staff, logistics and/or customer service. Excellent communication skills, both written and oral. Excellent attention to detail and accuracy. A strong appreciation for the importance of completing tasks on deadline. Excellent organizational skills. Valid Driver's License. Must be able to work a flexible work schedule necessary to support a 24/7 hospitality industry. For a complete list of duties and responsibilities go to:  
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=ede042d9da5d7b0e> Indeed 2/26/19

#### **Receptionist (Dundee, NY)**

- Glenora Wine Cellars is seeking a Receptionist for the Winery, Inn, & Restaurant. The ideal candidate will be detail oriented, a multi tasker, team player and will possess excellent customer service skills. In addition to answering the telephone, the Receptionist will provide clerical office support to the business and daily operations of Glenora Wine Cellars. Commensurate with experience, full benefits. Full Time Position: 40 hours per week, Monday-Friday 8:30-5:00 pm. Answer telephone, screen and direct calls. Provide information to callers. Deal with queries from the public and customers. Greet persons

entering organization/Direct persons to correct destination. Ensures knowledge of staff movements in and out of organization. General administrative and clerical support. Prepare letters and documents. Create and/or maintain Excel spreadsheets and databases. Education and Experience: High school diploma. 2+ years of administrative/clerical/customer service experience. Knowledge of computers and relevant software applications, i.e. Microsoft Word, Microsoft Excel. Knowledge of customer service principles and practices. Key Competencies: Verbal and written communication skills. Professional personal presentation. Customer service orientation. Information management. Attention to detail. Initiative. Reliability. Multi-tasking. Experience: Receptionist: 2 years (Preferred). Customer Service: 2 years (Preferred). Office Administration: 2 years (Preferred). Interested applicants please send cover letter and resume. E-mail submission only.  
<https://www.indeed.com/jobs?q=customer%20service&l=Finger%20Lakes%2C%20NY&start=60&vjk=8bbd43133ac473ee>

Indeed 2/21/19

#### **Payroll/AP Specialist (Penn Yan, NY)**

- Finger Lakes Premier Properties is looking for a Payroll/AP Specialist. This position requires a strong administrative skill set and diverse knowledge in various aspects of human resources and finance. This position is responsible for processing weekly payroll as well processing accounts payable invoices and maintaining general ledger accounts. This position assumes many project responsibilities that encompass areas of HR and Finance. The focus of this job is on producing high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent work output is essential requiring patience and a willingness to handle and complete one task at a time. The job environment is stable, based on known relationships with people and well-defined processes. Job knowledge and competency is built through structured step-by-step training and positive, supportive coaching from management and peers. EDUCATION & EXPERIENCE: Associate's Degree in Business or related field. Minimum of one year payroll experience. Minimum of one year experience in Human Resources. Quickbooks experience and general ledger accounting. For complete details please visit:  
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=50&vjk=dd6a9efe83485723>

Indeed 2/15/19

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

- Document Reprocessors of New York has 5 openings for Technician. Basic Requirements- Microsoft Office and familiarity of computer navigation. Must be detail orientated, organized and dependable. Reference Check. M-F 8-4:30. Must be able to lift 50 lbs. and work full 8-hour days. Minimum Experience Required: 1 year. To apply, contact the employer in person, or by telephone: Ron Davis, 26 Powell Lane, Penn Yan, NY 14527. Phone: Davis, Ron (585) 554-4500. OSOS 2/14/19

## **SKILLED/MANUFACTURING**

#### **Shipping and Receiving (Geneva, NY)**

- We are currently seeking a shipping and receiving clerk, that is energetic, dependable, reliable, honest, hardworking and has attention to detail for our fast-paced environment. This position is also responsible for handling inventory. Main responsibilities would be the daily completion of paperwork and record keeping. Managing all data entry, Inventory Management, and keeping the shipping and receiving area organized. This person needs to be able to write detailed descriptions, and process proper paperwork. Requires experience with Microsoft Office experience, strong computer skills. Prefer someone that has ERP, or a like software, and/or QuickBooks experience. Other Responsibilities would be the cleaning, counting, inspecting, packaging (small package and LTL), and shipping all daily shipments, along with receiving in materials and all incoming shipments. Labeling and putting in the proper area. Keeping a clean and organized work area. Looking for a person with the ability to use FedEx, UPS and other shipping carrier systems/software, obtain freight quotes and prepare bill of ladings. Experience with both domestic and international shipments is desired. Other required skills must have an understanding of warehousing and logistics experience. Has experience using equipment such as hand trucks and forklifts. Ability to read, understand and follow written and verbal directions. Excellent personal communications skills, and the ability to interact with other departments in a professional manner and possessing a "can-do" attitude are all critical elements of this job. Educational Requirements: High School Diploma (or equivalent). Physical Requirements: able to lift 55lbs, pushing pulling, climbing, standing, walking. Pay is based on experience. Hours are Monday thru Friday 7:00am to 3:30pm. To be considered please send all resumes to [danielle@ccmiplastics.com](mailto:danielle@ccmiplastics.com) Workforce Development 3/15/19

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

- Remedy is looking for experienced Welders to join one of our Penn Yan, NY clients growing team. We're looking for a hardworking professional who enjoys meeting challenges and surpassing expectations. The ideal candidate will have a background in Production Welding and be willing to work in a union setting. This is a full time position and we're looking for

a long-term candidate who is looking for a secure and rewarding form of employment. Position pays \$12.50/hr. Welding Candidates must be able to: Manufacture and fabricate finished metal products. Install and repair various equipment and components. Follow blueprints to meet product specifications. Calculate material measurements to verify specifications. Conduct tests to evaluate weld quality and tolerance. Select proper fillers for jobs based on previous experience or project instructions. De-bur and grind metal as necessary to achieve proper surface texture. Welding Candidates must have at least: Previous experience in welding, manufacturing, or other related fields. Familiarity with welding tools and procedures. Familiarity with engineering blueprints and schematics. Ability to handle physical workload. High School Diploma or GED. Apply today! <https://protect2.fireeye.com/url?k=a3db8bcc-ffe32d71-a3d972f9-000babd9fa3f-16c2c3b0b1518cca&u=http://www.remedystaff.com/> 315-781-6200 Workforce Development 3/11/19

#### **Manufacturing Engineer (Dresden, NY)**

- Ferro Corporations has an opening for Manufacturing Engineer. Job Description: Responsible for the day to day manufacturing engineering operations in assigned area. Specifically, meeting production needs, executing related projects, and maintaining process/equipment documentation to ensure safe, consistent, and defined processes compliant with our HSE and Quality systems. Required Qualifications and Knowledge: Bachelor of Science degree in Engineering. Minimum 5 years of experience that includes 2 or more years as a Manufacturing or Process Engineer. Demonstrated computer application competencies. For a complete list of responsibilities and to apply go to: <https://nlx.jobsyn.org/c946b4692c5b4d27bbbedda98855ac3161> OSOS 3/9/19

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

- Remedy Staffing is proud to be recruiting for a local Manufacturer looking for bottle packers in the Penn Yan, NY facility. This is a great company and awesome benefits! Please apply today! Several Packaging openings are currently available on both 1st and 3rd shift with opportunities for advancement. Packer Shift Hours: A and B Shifts 8 am - 8 pm have every other weekend off; C and D Shifts 8pm-8am every other month is weekends off. You will be given a yearly calendar when you are offered any shift. Packer Pay: \$12.03 Day Shift; \$12.53 Overnight Shift. Position: Working at a fast pace to inspect and identify any defects in plastic bottles, then pack bottles following specific instruction for each type of bottle. <https://protect2.fireeye.com/url?k=586e9484-04563239-586c6db1-000babd9fa3f-c802dba1e0faf2fe&u=http://www.remedystaff.com/> 315-781-6200 Workforce Development 3/8/19

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

- Express Employment Professionals has an immediate need for multiple entry-level assembly and manufacturing workers for a client located in Penn Yan. This is an excellent opportunity for those who are seeking a full time, permanent position. Responsibilities: Electrical Assembly; Welding; Fabrication. Qualified candidates should have some previous experience in one of these three areas. Strong attention to detail, ability to work in a team, and dependability are required, for interested candidates. This is a full time, temp-to-permanent position with a starting pay rate of \$12.50/hr. Experience: Assembly: 2 years (Preferred); Manufacturing: 1 year (Preferred). Schedule is Monday through Friday 6AM-2:30PM or 2:30PM -11PM. Interested candidates should contact Express Employment Professionals at 607-936-0770 or apply online at [www.expresspros.com/corningny](http://www.expresspros.com/corningny). Express Employment, 11849 East Corning Rd, Corning, NY 14830 <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?advn=7385045560149912&vjk=5eda3ea5abceb85e> Indeed 3/6/19

#### **Electric Line Person (Penn Yan, NY)**

- The Village of Penn Yan has an opening for one (1) experienced electric lineperson. This is a competitive NYS Civil Service position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. The applicant 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>. Candidate 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, April 5, 2019.

Chronicle Express 3/6/19

#### **Packers/Inspectors (Penn Yan/Dundee, NY)**

- Remedy Staffing is looking for dedicated workers to prove themselves through great attendance and performance. This will give you great opportunity to grow with in the company. Local thriving Penn Yan/Dundee company looking for

packer/Inspectors. 40 hours/week with opportunity for OT. \$11.25-11.75 Based on Shift. 8 hour shifts. Uniforms provided, discount ticket sales on-site, free coffee, water, ice cream and yogurt! Benefits and 401K available upon hire. Apply Today!

<https://protect2.fireeye.com/url?k=a6b03ead-fa960a19-a6b2c798-000babd9fe9f-e45d07dff584870&u=http://www.remedystaff.com/> 315-781-6200

Workforce Development 3/4/19

#### **Forklift Operator (Penn Yan, NY)**

- Remedy Staffing is looking for dedicated workers to prove themselves through great attendance and performance. This will give you great opportunity to grow with in the company. Local thriving Penn Yan/Dundee company looking for experienced Forklift Operators. 40 hours/week with opportunity for OT \$12-12.50. 8 hour shifts. Uniforms provided. Benefits and 401K available upon hire. Apply Today! <http://www.remedystaff.com> OSOS 2/28/19

#### **Team Assembler (Penn Yan, NY)**

- Remedy Staffing is seeking a Team Assembler with construction or carpentry experience to become an integral part of our Penn Yan, NY team! You will perform assembly line tasks as well as identify areas of improvement to increase efficiency. Pay rates starts at \$12.50/hr. Responsibilities: Work with a team to assemble entire products or components. Rotate through tasks for specific production processes. Maintain a clean and orderly work area. Using Hand Power Tools to Assemble large parts. Must be able to lift and work with other team members in this state of the art plant. Working with metal and fiberglass parts. Able to follow directions and work at a steady pace. Qualifications: Previous experience in manufacturing, assembly, construction, carpentry or other related fields. Familiarity with assembly/carpentry tools and equipment. Ability to handle physical workload. Ability to work well in teams. Ability to thrive in a fast-paced environment. Lifting 50 lbs. HSD or GED required. <https://protect2.fireeye.com/url?k=195c852f-45642392-195e7c1a-000babd9fa3f-f78283375f815880&u=http://www.remedystaff.com/> OSOS 2/28/19

#### **Diesel Mechanic Dundee, NY)**

- Cardinal Disposal has a fleet of over 15 trucks that need 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). Workforce Development 2/26/19

#### **Forklift Operators (Penn Yan & Dundee, NY)**

- Full Steam Staffing is seeking experienced forklift operators. Forklift Operators (Dundee - 1st & 3rd/Penn Yan - 2nd & 3rd. \$12.00/hr - 1st shift; \$.25 shift differential for 2nd and \$.50 shift diff for 3rd. This is our starting wage as well and would be the same if they convert to FT. Dundee hours are: 6-2, 2-10 and 10p-6a. Penn Yan hours are: 7a-3p - 1st; 3p-11p- 2nd; 11p-7a- 3rd. Qualifications: Associates are expected and paid to show up 15 minutes prior to shift to change into their uniform and attend the pre-shift meeting. Safety shoes are required. Steel or composite toe with slip resistance. To apply: Please send any inquiries and resumes to: [Jsantiago@fss-nj.com](mailto:Jsantiago@fss-nj.com) or [aforjone@fss-nj.com](mailto:aforjone@fss-nj.com). Candidate must complete application in person at Full Steam Staffing, 501 Exchange St. Geneva, NY 14456 to be considered for position.

Workforce Development 2/21/19

#### **Sorters (Stanley, NY)**

- Are you in desperate need of work? Do you need the opportunity to prove yourself? Or are you looking for consistent FT hours? This is the job for you! Remedy Staffing is looking for sorters in a local Stanley, NY recycling company. No experience required. 1st shift, 5am - 3pm, \$12.00. 10 hour days, 4-5 days/week! OT available! Monday – Friday. Full-time work. Apply Today, work tomorrow! <https://protect2.fireeye.com/url?k=a40cfa53-f8345cee-a40e0366-000babd9fa3f-d4e62a45e6a6e9af&u=http://www.remedystaff.com/> 315-781-6200 Workforce Development 2/21/19

#### **Shipping & Receiving Manager (Dresden, NY)**

- Ferro Corporation has an opening for Shipping & Receiving Manager. Job Description: Ensure workplace health and safety requirements are met with warehouse members. Manage employee performance, coordinate personnel requirements such

as workload distribution and training. Oversee picking, staging, and distribution activity. Coordinate with surrounding departments such as Operations, MRP, QC, Purchasing, and Customer Service with information as it pertains to inbound and outbound shipments. Oversee the safe receipt, storage, retrieval, and timely dispatch of goods from this site. Balance inventory between Penn Yan site warehouse and external warehouses, on an as needed basis. This is a full-time, 40 hours per week position. For a complete list of responsibilities and to apply go to:

<https://nlx.jobsyn.org/c068de5d68c1493ca2a0bfcd2bf6fb1a161>

OSOS 2/20/19

#### **Quality Manager (Dresden, NY)**

- Ferro Corporation has an opening for Quality Manager. Job Description: The Quality Manager is responsible for the operation of the Quality Control Laboratory as well as maintenance of Ferro Penn Yan's ISO9001 and ISO14000 systems. The Quality Manager is responsible for managing Customer Complaints, Specifications, CofAs and statistical data that is reported. The Quality Manager also oversees software systems, ie: Paradigm, SAP QM, NWA Quality Analyst and NWA LIMS systems used to support the quality. This position is full-time, 40 hours per week. For a complete list of responsibilities and to apply go to: <https://nlx.jobsyn.org/1e9b8d58c6be4848ae7695cf3415981a161>

OSOS 2/20/19

#### **Maintenance Mechanic (Dresden, NY)**

- Ferro Corporation has an opening for Maintenance Mechanic. Job Description: The primary responsibility of the maintenance technician is to perform the various tasks required to maintain and repair production process equipment and factory facilities. Essential Responsibilities: Ensure compliance with all safety rules and use of proper PPE; Adhere to Ferro's Core Values and Behaviors; follow all standard operating procedures; Perform basic preventive maintenance tasks and assist team in more complex PMs and repairs to onsite electrical, mechanical, hydraulic/pneumatic production equipment; Requires ON-CALL responsibilities on a rotational basis; work closely with other teams to maintain 24-hours production operations. Required Qualifications: High school diploma, or equivalency; graduate of a technical school or apprenticeship in an applicable maintenance discipline (mechanical, electrical, hydraulics, plumbing, controls) a plus; 1-3 years in industrial maintenance or related experience, 3-5 years a plus; Valid driver's license; technical certification in a related maintenance field a plus. Physical Demands: Ability to walk, sit, stand, bend, lift and move continually during a 12-hour shift; Able to climb stairs; Is subject to lifting 55 lbs; Works in non-temperature controlled environment. For complete details and to go to: Web-site: <https://nlx.jobsyn.org/d48eb1c9269a4ef1880b678833c603f5161>

OSOS 2/20/19

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

- Human Resource Manager
- Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift
- Electrician – Industrial Maintenance
- Maintenance Technician – 2nd, 3rd shift
- Quality Control Auditor – Line 3rd shift
- Warehouse - Forklift Operator
- 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 3/11/19

#### **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.

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## Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date
<a href="#">75825</a>	<a href="#">CASE SUPERVISOR - GRADE B</a>	PROM	04/30/19	06/01/19
<a href="#">63899</a>	<a href="#">CRIME ANALYST</a>	OC	04/09/19	05/11/19
<a href="#">69241</a>	<a href="#">DEPUTY DIRECTOR OF PUBLIC WORKS</a>	OC	04/09/19	05/11/19
<a href="#">66891</a>	<a href="#">HEAD BUS DRIVER</a>	OC	04/30/19	06/01/19
<a href="#">76362</a>	<a href="#">POLICE SERGEANT</a>	PROM	04/30/19	06/01/19
<a href="#">68070</a>	<a href="#">SENIOR CASEWORKER</a>	OC	04/30/19	06/01/19
<a href="#">75830</a>	<a href="#">SENIOR CASEWORKER</a>	PROM	04/30/19	06/01/19

### 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.

[Click Here](#) to download a printable application.

*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.*

### 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
YC-5	ACCOUNT CLERK TYPIST	CR	N/A	N/A
YC-6	CASEWORKER	CR	N/A	N/A
YC-3	CLERK	CR	N/A	N/A
19070	COMPUTER AIDE	CR	N/A	N/A
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A
	CORRECTIONS OFFICE/COURT SECURITY (PART TIME)	CR	N/A	N/A
	CORRECTIONS OFFICER (PART TIME)	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>



## March 2019

### March 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  <b>Career Navigator</b> 9am-1pm	2
3	4  <b>HSE:</b> 9am-12pm	5  <b>Monthly Exempt</b> 11:00am	6  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	7	8	9
10	11  <b>HSE:</b> 9am-12pm	12	13  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	14	15	16
17	18  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1:00 PM	19	20  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	21	22	23
24	25  <b>HSE:</b> 9am-12pm	26	27  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	28	29	30

**\*Notes:**

\*HSE: High School Equivalency

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

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

# April 2019

## April 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  <b>HSE:</b> 9am-12pm	2  <b>Monthly Exempt</b> 11:00am	3  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			
7	8  <b>HSE:</b> 9am-12pm		10  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			13
14	15  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1:00 PM		17  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			20
21	22  <b>HSE:</b> 9am-12pm		24  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm			27
28	29  <b>HSE:</b> 9am-12pm	30				

**\*Notes:**

\*HSE: High School Equivalency

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

**FINGER LAKES COMMUNITY COLLEGE  
MECHATRONIC TECHNOLOGY TRAINING PROGRAM**



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TOWARD THE  
LIFE I HAVE  
ALWAYS WANTED"**

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FLCC's 12-week Mechatronic Technology Training program to kick start your career.

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**FLCC offers the Mechatronic Technology Training program  
at our Victor Campus Technology Center**

For more information: Contact FLCC's Professional Development and Continuing Education office  
at 585.785.1670 or email [pdce@flcc.edu](mailto:pdce@flcc.edu).

**MECHATRONIC TECHNOLOGY TRAINING COURSE CONTENT**

- Lockout/Tagout
- OSHA 10 Gen Industry Safety
- IPC-610 Certification
- J-STD 001 Certification
- Print Reading
- Basic Metrology/Measurement
- Mechanical Fundamentals
- Basic Electrical Theory
- Technical Math 1&2
- Intro to Precision Manufacturing

**FingerLakes**  
COMMUNITY COLLEGE

Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, marital status, pregnancy, genetic testing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Admission to the program requires attendance at an orientation session.



Register for an orientation at [flcc.edu/pdce](http://flcc.edu/pdce) by clicking on "Manufacturing."

4/2018

# **JOB FAIR**

**Yates Community Center  
463 Main St, Penn Yan  
4-6pm**

**April 23<sup>rd</sup>**

**Tourism, Restaurant and Hospitality**

**May 7<sup>th</sup>**

**A variety of positions in multiple industries**

Follow [Yates County Workforce Development](#)  
and [Yates Community Center on Fa-](#)



# 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  
September 2018

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