

## Yates County Job Leads January 30<sup>th</sup>, 2017

*"Your present circumstances don't determine where you can go; they merely determine where you start." -Nido Qubein*

### **AGRICULTURE/COMMERCIAL LENDER (GENEVA, NY)**

- USNY Bank has an opening for a Full Time Agriculture/Commercial Lender at the Bank of the Finger Lakes location on Geneva, NY. The position will be responsible for developing and originating agriculture and commercial business. Qualified candidates will be self-motivated, with a passion for developing business growth opportunities in the Finger Lakes area. Qualified candidates will possess a Bachelor's degree in a related field of study and/or two years of lending experience. Additional combination of education and bank/business experience is preferred. Compensation will consist of salary plus commissions. If you are interested in being considered for the position, contact Nancy Murray at 315-781-8051 or forward your resume to [nancy.murray@usnybank.com](mailto:nancy.murray@usnybank.com) by 2/15/17. Chronicle Express 1/25/17

### **LIFEGUARD, MAINTENANCE (PENN YAN, NY)**

The Village of Penn Yan has announced the following two seasonal job postings:

- Lifeguard: The Geneva YMCA is offering a Lifeguarding Class starting February 13<sup>th</sup>. Contact the Geneva YMCA at 315-789-1616 for more information.
- Maintenance (April-Labor Day): Must have a valid driver's license and able to work weekends. This position is comprised of (but not limited to) janitorial work, landscaping duties, painting, and general maintenance.

Applications can be picked up and returned to the Yates County Personnel Office in the County Building off Liberty Street. You can also visit [www.yatescounty.org/Personnel](http://www.yatescounty.org/Personnel) to apply online. Chronicle Express 1/25/17

### **CERTIFIED HOME HEALTH AIDE (YATES AND SURROUNDING COUNTIES)**

- Lifetime Care is hiring Certified Home Health Aides. Cases available in Wayne, Seneca, Ontario, Yates, and Schuyler Counties. A retention bonus of up to \$2500 is available. Competitive hourly rates, paid holidays, vacation, and sick time, mileage reimbursement and paid travel time, medical and dental insurance, retirement plan, tuition assistance. Minimum qualifications: Valid CNA or HHA Certification from an approved NYS training site, HS diploma or GED, valid NYS driver's license, & own reliable vehicle required. Apply at <http://www.lifetimecare.org>. Chronicle Express 1/25/17

### **SPEECH-LANGUAGE PATHOLOGISTS, OCCUPATIONAL AND PHYSICAL THERAPISTS (PENN YAN, NY)**

- Yates County Public Health is seeking Certified Speech-Language Pathologists, Licensed Occupational Therapists, and Licensed Physical Therapists interested in working with children 0-3 and/or 3-5. Interested persons can contact Yates County Public Health at 315-536-5160 for further information. Chronicle Express 1/4/17

### **HOBART AND WILLIAM SMITH COLLEGES- MULTIPLE POSITIONS (GENEVA, NY)**

- Hobart and William Smith Colleges announce the following employment opportunities: (1) Associate Director, Reunion Campaigns & Volunteers, (2) Associate Director of Advancement Communications, (3) Administrative Support Assistant, (4) Records and Scheduling Coordinator. Please visit our employment opportunities webpage

<http://www.hws.edu/offices/hr/employment/index.aspx> for more information on job responsibilities, candidate qualifications and application instructions. Dundee Observer 1/25/17

#### **CNA (PENN YAN, NY)**

- Penn Yan Manor Nursing Home is hiring Full Time Evening Shift CNAs (current NYS certification required). Paid vacation and personal time, shift differential, paid holidays, employer paid pension and life insurance, dental and health insurance, tuition assistance, recognition bonus, competitive pay. Please send resume and/or application to: 655 N. Liberty Street, Penn Yan, NY 14527. Fill out an application at the business office or print application from the website: pennyanmanor.com Dundee Observer 1/25/17

#### **COMMUNICATIONS SPECIALIST (DUNDEE, NY)**

- If you enjoy varied weekly projects from village and town meetings to features about local crafts and artisans and also photographing your subjects- this may be your new position. Social media experience helpful. College communications major preferred. 35 hours per week with a flex time schedule. Top pay, with a bonus opportunity. If you love to write and take photos, you will love this position. Send your resume to: publisher, [gcl@stny.rr.com](mailto:gcl@stny.rr.com). Dundee Observer 1/18/17

#### **SPECIAL EDUCATION TEACHER (PENN YAN, NY)**

- Full time position at elementary school, effective 2/27. Submit an online application at <https://secure.myschooljobs.org/PennYan>. Deadline 2/7/17. Finger Lakes Times 1/30/17

#### **BUILDING MAINTENANCE (GENEVA, NY)**

- Building Maintenance Worker needed for the Geneva City School District. For application information, call Jen at 315-781-0400 x1002. Finger Lakes Times 1/30/17

#### **COOK (GENEVA, NY)**

- Geneva restaurant hiring an experienced daytime cook. Call 315-759-5063, leave message. Finger Lakes Times 1/7/17

#### **ASSISTANT SITE LEADER (GENEVA, NY)**

- We are hiring an Assistant Site Leader at our car washes in Geneva, located at Pre Emption Road and West Washington St. MUST BE LOCAL. Responsibilities include site cleanup, light maintenance, and assisting customers when needed on site. Basic tool knowledge for some repairs are a plus! 10-15 hours a week. \$11-12/hr to start, raise after initial probationary period. Immediate opening! Great job for retired/semi-retired! Please click the link (or copy and paste into your web browser) to apply. <https://form.jotform.com/70225239888162> Craigslist post ID: 5977553168 1/27/17

#### **FOOD SERVICE (GENEVA, NY)**

- Looking for a high energy person to work part time in a small Pizzeria (Richard's Pizza 480 Hamilton Street- Geneva). I need a cook to work Friday, Saturday, and Sunday Nights to make wings and subs, wash dishes, and clean up. Must have a car, be able to work evenings and weekends, maybe deliver. You must have polite manners and be clean cut to work counter in a food service business. Email me with a brief work and personal bio- preferably a resume- or text me. Thanks! (315) 759-1084 or [gs4fq-5974619325@job.craigslist.org](mailto:gs4fq-5974619325@job.craigslist.org). Craigslist post ID: 5974619325 1/25/17

#### **COPY AND PRINT ASSOCIATE (GENEVA, NY)**

- This is a long term, full time contract position with our client. The position is Monday-Friday from 8:30A-5P. Primary Function: Operate and maintain printers and finishing equipment for large scale print jobs, Document assembly and finishing duties. Job responsibilities: Ability to lift up to 50 pounds, operate standard finishing equipment (e.g. paper cutters, inserters, laminating, and hole punchers), operate basic office equipment (printer, copier, fax), sort and scan hardcopy materials or other mediums for use in printed documents or digital format, operate low to mid-speed printers and copiers. Experience required: Experience in a copy/print/scan

jobs, experience in a Customer Service environment (minimum 1 year), technology training or experience preferred, background will be processed. Transportation Required: Valid, clean driver's license, personal vehicle. Please submit a resume for consideration. Craigslist post ID: 5972310186 1/23/17

#### **COOK (KEUKA LAKE, NY)**

- We are seeking a Cook and Line Cook to join our dedicated kitchen staff. You will assist in the preparation, cooking and presentation of meals in our professional kitchen. Responsibilities include: Preparing all served food. Planning food production to coordinate with meal serving hours. Memorizing and comprehending menu items, plate appearance and portions. Following standard recipes and special diet orders. Operating standard kitchen equipment safely and efficiently. Adhering to all sanitation and food production codes. Cleaning and maintaining kitchen equipment, utensils and appliances. Previous experience preferred. Knowledge of kitchen equipment and cooking techniques, strong attention to detail, ability to thrive in a fast-paced environment and ability to work well in teams a must! We are currently closed for the season but are taking resumes now for our upcoming busy season and will call for interviews. Please reply to Craigslist ad.

Craigslist post ID: 5969291963 1/21/17

#### **LINE COOKS (HAMMONDSPORT, NY)**

- Pleasant Valley Inn is currently seeking experienced career-minded Line Cooks for our growing restaurant. Applicant should be a career minded individual with a passion for creative menu offerings that change weekly, collaborate effectively within a team, and maintain high culinary standards. Qualifications: Minimum 2 years of experience in a similar role. Must be energetic, positive, friendly and passionate about the restaurant industry. Must be able to work in a standing position for long periods of time up to ten hours daily. Must be able to reach, bend, stoop and frequently lift up to 50lbs. All job offers are contingent upon successful completion of a background check.

Craigslist post ID: 5969665970 1/21/17

#### **ADMINISTRATIVE ASSISTANT (GENEVA, NY)**

- We currently have an opening for a full time Administrative Assistant in Geneva, NY. Duties will include: Answering phones in a professional manner, taking detailed messages and distributing them to the correct personnel. Setting up appointments. Data entry into QuickBooks, Word, Excel, social media. Strong organizational skills required and must have a positive attitude.

Craigslist post ID: 5967504231 1/20/17

#### **COOK (PENN YAN, NY)**

- We're looking for a short order cook. This can be a full time or part time position. Nights and weekends are a must. We would be willing to train the right person. Year round job. Apply at Skyline Trading Post or text (315) 694-0555.

Craigslist post ID: 5964370734 1/18/17

#### **LOT ATTENDANT (CANANDAIGUA, NY)**

- Lot Attendant: Canandaigua Chrysler Dodge Jeep has an immediate opening for a lot attendant. Job responsibilities include maintaining the overall appearance of new and used vehicles, keeping vehicle lots neat and organized and other general duties as directed by management. We require an individual that can drive both automatic and manual transmissions, is a self-motivator and has a strong attention to detail. We offer a family owned team atmosphere, paid training and room for advancement. Please contact Dick Clark at 2591 Rochester Rd. Canandaigua, NY 14424.

Craigslist post ID: 5961337052 1/16/17

#### **DIRECTOR OF FOOD AND BEVERAGE (CANANDAIGUA, NY)**

- The Inn on the Lake, a beautiful Resort hotel in the heart of the New York Finger Lakes Region is seeking an experienced Director of Food & Beverage or Restaurant General Manager. Will assume complete operational control of a 300 seat fine dining restaurant, a 160 seat (The Sand Bar) outdoor lakeside bar and grill and the oversight of a large banquet and catering operation. Only seasoned Food & Beverage executives should apply. Email resumes to Chris Burns, General Manager. [burns@hudsonhotels.com](mailto:burns@hudsonhotels.com).

Craigslist post ID: 5957873493 1/13/17

### **AUTO REPAIR AND TIRE SALES (GENEVA, NY)**

- Mavis Discount Tire has immediate openings for Assistant Managers at various locations. For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. <https://mavistire.applicantpro.com/jobs/463854-15936.html>  
Craigslis post ID: 5954656073 1/11/17

### **WAREHOUSE STOCK CLERK (CANANDAIGUA, NY)**

- Join Upstate NY's fastest growing/largest wholesale outlet. Vision Hyundai Canandaigua is looking for an entry level stock clerk that's hard working, well spoken, team player, and is willing to grow with us in our shipping and receiving department. Duties include pulling orders and putting stock away. Looking for part time personnel, mornings Noon - 5pm Monday - Friday. Stop in and fill out an application today!  
Craigslis post ID: 5954535620 1/11/17

### **CARPENTER (GENEVA, NY)**

- QUALIFIED carpenters need only respond. Must be reliable and have professional attitude. Must have necessary tools for working. Great pay for qualified person. \$20+ hr starting pay. 315-719-2303  
Craigslis post ID: 5953750168 1/10/17

### **RESTAURANT GENERAL MANAGER (GENEVA, NY)**

- We are an established full-service restaurant that is looking for an experienced GM to join our team. Must have dependable past work history in a fine dining or refined casual restaurant setting. Wine knowledge, genuine hospitality, organization, general marketing skills and salesmanship a must. We are looking for someone pro-active that gets things done, can lead a team, and who has a strong desire to learn and grow within a family-oriented business. Full-availability required. 45-50 hours a week. Email us your resume for consideration.  
Craigslis post ID: 5952739899 1/9/17

### **CDL CLASS A & B DRIVERS (DUNDEE, NY)**

- Cardinal Disposal is looking for CDL class A and B drivers. We are locally owned and operated. You would be home every night! We offer competitive wages, paid holidays and time off, medical, dental, IRA with Employer match. If interested please apply online at [www.cardinaldisposal.com](http://www.cardinaldisposal.com) or stop in at 635 Shannon Corners Rd, Dundee or call us!! 607-243-7568.  
Craigslis post ID: 5951572038 1/9/17

### **PREP COOK AND PORTER (GENEVA, NY)**

- Kindred Fare is looking for a full-time prep cook and porter to join our team. We are a farm-to-table restaurant that prides itself on local, seasonal and sustainable offerings that support the region. We are building a culture of like-minded individuals who want to grow and prosper with us. Responsibilities include day and night prep, general facility and equipment cleaning and maintenance, checking in deliveries and assisting with inventory. Please send your resume and we will get back to you if interested. We look forward to hearing from you.  
Craigslis post ID: 5950973337 1/8/17

### **CLEANING (CANANDAIGUA, NY)**

- Full time cleaning is Monday - Friday, 12pm - 8pm. Position requirements: Must have your own transportation, must be able to lift 25 pounds, is responsible and can work independently, good customer service skills, cell phone. Job is available immediately. Please respond to this ad with your name, phone number and email address so that we may contact you.  
Craigslis post ID: 5950444058 1/8/17

### **PRODUCTION (PENN YAN, NY)**

- We are looking to hire 10 new employees to join our team thanks to increased business demands for 2017. We have both day and night 12 hour shifts available for inspector packer positions. Pay is \$11.00 for days and \$11.75 for nights, with overtime available weekly. As an inspector packer you would be inspecting and ensuring the quality of the finished product before packaging it to go to our consumers. Paid training is provided. These positions are 12 hour shifts and would require a person to be on their feet throughout their work day. If you are interested in learning more about these positions and our team text your name and "Penn Yan" to (585) 412-8534.  
Craigslis post ID: 5946885799 1/5/17

### **RETAIL MERCHANDISER (GENEVA, NY)**

- Reliable representative needed immediately to call on retail chain throughout the Finger Lakes region. Duties include, but are not limited to, ordering, merchandising, inventory control, customer service. No experience necessary, however, good communication skills and a reliable means of transportation required. Reliable, conscientious workers are encouraged to call or email today. Craigslis post ID: 5946583464 1/5/17

### **OVERNIGHT KITCHEN PORTER (GENEVA, NY)**

- Seeking overnight kitchen porter to execute basic cleaning tasks on the overnight shift from midnight to 6:00 a.m., five days a week. This person will be responsible for collecting and washing up pots and pans, cleaning crockery and cutlery and ensuring food preparation sites are clean and ready. Previous commercial kitchen cleaning or dishwashing experience is preferred, but we are willing to train the right candidate. Craigslis post ID: 5946433523 1/5/17

### **LAUNDRY STAFF (GENEVA, NY)**

- Belhurst Castle is seeking a reliable part-time employee for the laundry department on the 8:00 a.m. to 4:00 p.m. shift. To apply, please contact the Belhurst Castle Lodging Manager, Quinn Hurley at 315-781-0201 ext. 512. Craigslis post ID: 5946323942 1/5/17

### **PROCESS SERVER (GENEVA, NY)**

- Local Process Service Company is looking for an independent contractor to serve legal documents in Wayne and parts of Ontario and Yates counties. Requirements: Smart Phone with Data Plan, Reliable Vehicle, Driver's License, GPS or thorough knowledge of the area, Scanner. Experience preferred but not necessary. Please reply with resume (submissions without a resume will be deleted). High volume of work and income available. The position is for an independent contractor. Make your own hours. Craigslis post ID: 5944908432 1/4/17

### **OFFICE MANAGER (PENN YAN, NY)**

- Office Manager to replace retiring manager leaving after 15 years. Knowledge of QuickBooks, Excel and Word required. 38-year-old document restoration company recently moved to Penn Yan from Rushville NY. Small company with good working conditions. Please call after 11AM EST as I am in California. (650)888-5096. Craigslis post ID: 5942634625 1/2/17

### **TASTING ROOM MANAGER (GENEVA, NY)**

- Three Brothers Wineries and Estates is seeking a full-time tasting room manager. Candidate must have an associate's degree in hospitality or other wine related focus or 5+ years' experience. Bachelor's Degree in Hospitality Management or similar preferred. Most weekends and occasional evening availability is a requirement for applicants. Proficient in Microsoft Windows, Word, Excel, Outlook and PowerPoint. The ideal candidate will have excellent time management skills. Must be able to lift up to 40lbs regularly. Craigslis post ID: 5942476535 1/2/17

### **RESTAURANT STAFF (DEL LAGO CASINO)**

- Now hiring restaurant employees for Moe's Southwest Grill and Smash Burger opening in the DEL LAGO casino February 1st. Applications for both Smash Burger and Moe's are available at the Pittsford Moe's location 3246 Monroe Ave. 14618 or inquire at [dellagomoessmash@gmail.com](mailto:dellagomoessmash@gmail.com). Craigslis post ID: 5941988352 1/2/17

### **PROGRAM MANAGER (PENN YAN, NY)**

- Job Summary: The FLEDC has an immediate opening for a proactive, detailed oriented professional to assist in managing our current loan and tax incentive programs including maintaining and reporting all documentation needed to comply with state laws and regulations. Primary responsibilities include but not limited to: Responding to company inquiries, loan documentation support, loan maintenance, processing loan payments, payoff letters, release of collateral, etc. Collecting and analyzing required annual company reports including employment information, maintaining and updating all necessary documentation to Agency websites and State databases. The individual must have exceptional organizational skills and a strong attention to detail. Proficiency in MS Office, especially excel, is a must. This is a part-time, 20 hours per week, position. Interested applicants

should submit resume and references to [info@fingerlakesedc.com](mailto:info@fingerlakesedc.com) or mail to 1 Keuka Business Park, Penn Yan, NY 14527. Workforce Development 1/25/17

#### **YATES COUNTY (CURRENT OPENINGS)**

- Yates County is currently hiring for Caseworker, Fleet Maintenance Supervisor, and Planner. For more information and how to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Workforce Development 1/23/17

#### **COMMUNITY BANK (PENN YAN AND RUSHVILLE, NY)**

- Community Bank is hiring a part time Teller (up to 20 hrs/week) at their Rushville location, \$10/hourly, and a full time Teller (up to 35 hrs/week) at the Penn Yan (Lake Street) location, \$10/hourly. Qualified candidates should apply at <https://www.communitybankna.com/careers.htm>. Workforce Development 1/20/17

#### **WAIT STAFF (NAPLES, NY)**

- Come Join Our Team! This is an opportunity to work with a wonderful group of people at the Naples Hotel. We are looking to hire wait staff ASAP. Our restaurant will be opening again in April. We offer great pay including a retirement plan! For more information, please call 585-330-2294. Workforce Development 1/18/17

#### **PARTS ASSOCIATE (WATKINS GLEN, NY)**

- Lane's Yamaha is now accepting applications for a full-time parts associate. Please stop in or call (607) 535-7574 to inquire. Workforce Development 1/13/17

#### **HHA, PCA, CNA (PENN YAN, NY)**

- Companion Care of Rochester (187 North Main Street, Geneva, NY 14456). We employ HOME HEALTH AIDES (HHA), PERSONAL CARE AIDES (PCA), CERTIFIED NURSING ASSISTANTS (CNA) and we offer free PERSONAL CARE AIDE TRAINING to the right candidates! Some responsibilities include light housework, assistance with day to day activities and hands on care. CCOR is looking for all shifts. Work is available in Geneva, Canandaigua, Penn Yan, Waterloo, Seneca Falls and surrounding areas. Requirements: 18 years old, valid driver's license and vehicle, clean background, and High School Diploma/GED or equivalent, ability to lift 50 lbs. Open interviews are held every Tuesday 9 AM – 4 PM. Workforce Development 1/10/17

#### **AMERICORPS MEMBERS (YATES COUNTY)**

- AMERICORPS MEMBERS NEEDED \*Wayne \*Cayuga \*Seneca \*Ontario \*Yates. Full Training \*Living Allowance \*Education Reward. Apply at [www.waynecap.org/programs](http://www.waynecap.org/programs). Choose Finger Lakes Living Healthy AmeriCorps. EMAIL: [linda.phillips@waynecap.org](mailto:linda.phillips@waynecap.org) or CALL: (315)665-0131 x190 (1/3/17) Workforce Development 1/10/17

#### **CUSTOMER SERVICE (KEUKA PARK, NY)**

- AVI Food Systems is hiring a Customer Service Attendant. Consists of filling vending machines on site at Keuka College. 5 hours/day, Monday-Friday. Customer service experience preferred. Contact Jim at 585-719-9853. Workforce Development 1/9/17

#### **SERVICE TECHNICIAN (PENN YAN, NY)**

- Penn Yan Express Lube is looking to hire a Service Technician. Part time December-April, full time May-November. Pay varies by experience. Must be able to perform basic vehicle maintenance, clean, work on a team, work at a fast pace, perform oil changes, fluid top-offs, tire rotations, and NYS inspections. To apply, contact Joe at 315-531-1590. Workforce Development 1/9/17

#### **ENTERTAINMENT SPECIALIST (PENN YAN, NY)**

- Creekside Entertainment is seeking a motivated male or female to join our team of entertainment specialists. The right candidate for this position would enjoy weekend work on Friday and Saturday nights, have reliable transportation, have at least three positive character references and enjoy working with customers to carry out flawless event entertainment whether it is providing music as a DJ, working as a photo booth attendant or

setting up and tearing down our uplighting units. Candidates with prior DJ experience are preferred, but we are willing to provide on-the-job training if necessary. Weekend work would be approximately 4-5 gigs per month with the option for more work between April and October. Interested candidates for this opening are invited to call Stu at (315) 481-9700, private message this page OR email [creeksideentertainment@yahoo.com](mailto:creeksideentertainment@yahoo.com).

Workforce Development 1/9/17

#### **TEACHING AND KITCHEN ASSISTANTS (PENN YAN, NY)**

- Rainbow Junction is looking to hire! Teacher Assistants needed at Rainbow Junction- Get paid to teach, work and play with infants, toddlers and preschoolers! Required: high school diploma and 18 years of age or over. Experience and some Early Childhood Education preferred. Must pass background check.
- Kitchen assistant/float needed at Rainbow Junction. Kitchen duties as well as helping in program during lunch breaks. Required: 18 years of age or over and high school diploma. Experience a plus but will train. Must pass background check.  
Call 536-2703 or email [andrearainbowj@gmail.com](mailto:andrearainbowj@gmail.com) for details.

Workforce Development 1/9/17

#### **TRANSITIONAL CASE MANAGER (PENN YAN, NY)**

- Individual will work from a trauma informed care perspective to perform a wide range of activities related to advocacy, linkage and development of services for persons with mental health needs in Yates County. Additionally, this position supports SPOE/A functions in Yates County, processes relevant referrals, facilitates SPOE/A committee meetings and submits required documentation. Individual should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals' boundaries and differences. Typical qualifications may be possession of a Bachelor's Degree in Human Services (or a related field) or an Associate's Degree and two (2) years relevant experience. Must have a valid NYS Driver License as driving is an essential function of this job. \$11.36- \$13.53/hour, plus benefits. External applicants please visit our web site at: [www.lakeviewhs.org](http://www.lakeviewhs.org).

Workforce Development 1/9/17

#### **CIVIL SERVICE EXAMS (ONTARIO COUNTY)**

- Ontario County announces a Civil Service Exam for Firefighter. For more details and how to apply, visit [www.co.ontario.ny.us/humanresources](http://www.co.ontario.ny.us/humanresources)

Workforce Development 1/9/17

#### **WAITER/WAITRESS (PENN YAN, NY)**

- The Wagner Restaurant is looking to hire experienced waiters/waitresses. Stop in to the restaurant for an application.

Workforce Development 1/3/17

#### **ELECTRICIAN (PENN YAN, NY)**

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

Workforce Development 1/3/17

## February 2017

### February 2017: Yates County Workforce Development Calendar of Events

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

All events are held at the Workforce Development Office unless listed at the bottom of this calendar in the "Notes Section".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HSE: 9am-12pm  Life Skills: 1:30pm – 3:30pm	2	3	4
5	6 HSE: 9am-12pm  JRT: 9:15am-12pm	7	8 HSE: 9am-12pm  Life Skills: 1:30pm – 3:30pm	9	10	11
12	13 HSE: 9am-12pm  JRT: 9:15am-12pm	14  Training Options: 1pm	15 HSE: 9am-12pm  Life Skills: 1:30pm – 3:30pm	16	17	18
19	20  Office Closed  No HSE	21  Jumpstart: 1pm	22 HSE: 9am-12pm  Life Skills: 1:30pm – 3:30pm	23	24  Food for the Needy- Baptist Church @ 9am	25
26	27 HSE: 9am-12pm  JRT: 9:15am-12pm	28				

**\*Notes:**

\*HSE: High School Equivalency

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

**“Options Workshop”**

An online presentation/discussion using Google Group

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

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

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

#### **Building on a Proven Program**

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

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

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

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

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

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

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

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

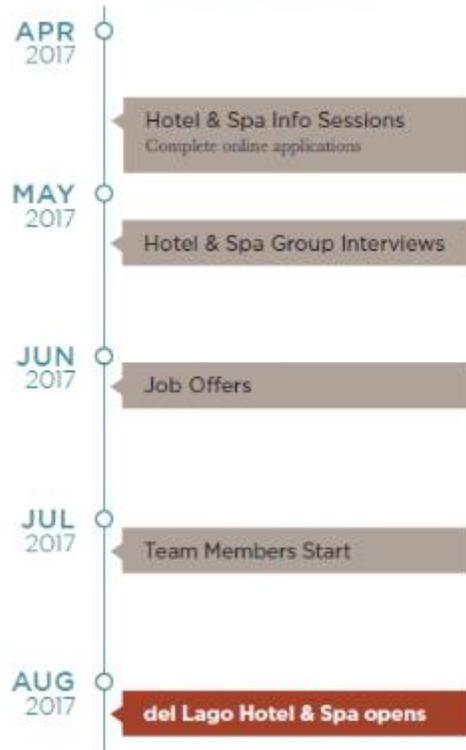
**Job Club:** Come network with other job seekers and gain information about how to effectively seek and obtain employment. As part of this group, you will learn the fundamentals of networking, share leads, provide support, exchange information, and share experiences that will assist you in your job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

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



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

## del Lago Resort & Casino Hotel & Spa Hiring Timeline



## APPLICATION PROCESS

To apply for open positions with us, please visit:

[dellagoresort.com/careers/employment-application](http://dellagoresort.com/careers/employment-application)

1. Click on "Career Portal"
2. Click on the green rectangle "Search for Jobs"
3. Click on a position that you are interested in and read the job description
4. If you want to apply for the position, click on the gray rectangle "Apply Now" at the bottom of the page and complete the entire application, including questions.



1/16/2017

# Positions Available

Remedy Staffing is now hiring for the following open & anticipated positions:

- Forklift (Penn Yan)
- Warehouse/Machine Operators (Geneva, Penn Yan)
  - Landfill (Geneva)
  - Material Handler/Sorter (Geneva)
- Packing/Production in Food Manufacturing (Penn Yan) All Shifts
  - General Laborer Assembly/Construction (Penn Yan)

We have a variety of staffing opportunities that change daily.

Please visit: [www.remedystaff.com](http://www.remedystaff.com) for the online application, frequently asked questions (FAQs), employee benefits and more. (Use Geneva office, 14456)

### Career-Temp to Perm Positions

This is your opportunity to get your foot in the door with some leading industries...

Call for Details/Interview Time 315.781.6200

Apply Online at: [www.remedystaff.com](http://www.remedystaff.com)

\*Contact us to hear more about our TA Team that places higher skilled Candidates in temp-hire and direct hire. Machine Operators, Engineers, HR Personnel, Production Supervisors, Welders, CNC and more.



February 8, 2017

10am-12pm

@ Yates

County

Workforce

Development

## VARICK CAMPUS RECRUITMENT

**\*1:1 Aide**

**\*Youth Care Professional**

*A Hillside representative will be here to discuss employment opportunities. Be prepared to fill out an application and bring your resume!*

*For questions email [btennies@hillside.com](mailto:btennies@hillside.com)*