



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS January 30, 2017**

Web Site: <http://www.co.ontario.ny.us/workforce>

Quote of the week: "Life isn't about finding yourself. Life is about creating yourself." George Bernard Shaw

777's Bar Cocktail Server, Cage Supervisor, Cleaning Attendant, Drop Crew, Food & Beverage Supervisor, Floor Attendant, Platinum Grill Attendant, Racing Cleaner, Shift Supervisor, Surveillance Officer, Supervisor-Security, Vineyard Buffet Prep Cook. Thank you for your interest in Finger Lakes Gaming & Racetrack. Please visit our webpage at: www.fingerlakesgaming.com for the latest job openings, job descriptions and to apply online.

Accountant: Duties include: Monthly journal entries and account reconciliations. Weekly payroll. Accounts payable. Sales tax reporting. Billing of commercial print jobs. Back-up for order processing. Required Skills: Previous experience with preparing journal entries and account reconciliations. Proficient in Word and Excel. Education: Bachelors in Accounting or Associates in Accounting with 2 years' experience working with journal entries and reconciliations. Email: pwilder@messengerpostmedia.com

The Ontario Center in Canandaigua is hiring for the following positions: **Activities Aide; CNA; Housekeeping; LPN; RN-MDS Coordinator; Shuttle Van Drive.** To apply online visit: <http://centersforcare.applytojob.com/apply>

With Ontario ARC's wide range of programs and services, there is variety of positions available. Many of which provide the potential for a rewarding career in a compassionate, yet innovative working environment Accepting applicants for: **Administrative Assistant; Administrative Coordinator; Assistant Director -Accounting Operations; Custodial Crew Chief; Custodial Trainer; Custodian; Driver; Day Hab Assistant; Maintenance Assistant; Program Sub; Program Manager; Program Supervisor; Rec Assistant; Rehab Assistant; Residence Manager; RN; Service Coordinator; Skills Instructor.** To apply via e-mail: humanresources@ontarioarc.org Attachments must be in Microsoft Word or PDF. To apply in person or for the Maintenance Specialist Position by mail: Ontario ARC, Human Resource Dept., 3071 County Complex Drive, Canandaigua, NY.

Hobart and William Smith Colleges are hiring for the following positions: **Administrative Support Assistant in Alumni House; Assistant Director Advancement Communications; Associate Director of Reunion Campaigns & Volunteers; Coordinator of Disability Services; Head Coach, Women's Cross Country (part-time); Record & Scheduling**

Coordinator. Please visit our employment opportunity web page: www.hws.edu/offices/hr/employment/staff.aspx for more information on the job responsibilities, candidate qualifications, and applications instructions.

All Shifts: Tim Horton's in Canandaigua is now hiring for all shifts \$11.00/hr. 10 Booth Street, Canandaigua. Complete an application on-site or visit: www.workattims.com Flexible hours
*Based on Availability.

Asphalt Plant Maintenance/Equipment Operator: The Dolomite Group, Manchester. The selected candidate will be required to work in a team environment with other co-workers and managers. Safely and efficiently operate heavy equipment of various sizes and weights used in road, site or highway construction and paving may assist other craft workers. For more information and to apply online visit: <https://jobs.oldcastle.com/> Type "14432" in "Search by Postal Code".

Assembler: Adecco is currently recruiting for a client located in the Manchester area. This is a temporary to hire position with a growing a manufacturing company! Qualifications: Prior manufacturing preferred, but not required. Stellar Attendance. Willing to learn and be cross-trained. Resume required. Hours are 7:00am-3:30pm Monday-Friday-starting pay between \$10-\$11 depending on experience. Apply www.adeccousa.com or call our office at 585-396-1990.

Assistant Manager in Training/Sales Position We are looking to hire an individual with the following qualities and the ability to: Management experience required Manage and motivate all employees Put together estimates, and follow up with customer's needs Some level of boating or marina experience Ability to wear multiple hats and cover multiple positions in business minded Ability to take direction from other managers Polite, friendly and have an outgoing personality Saturday and Sunday will be required at times during our peak business season. (rotation is available) Can do attitude Self-Starter Ability to learn and possess product knowledge Willingness to master job and advance within company Will be filling this position with an individual with strong ethics and values Please come in to apply for this position during business hours. (M-F 9 am - 4 pm, or by appointment after hours, including weekends) Marine Blue Inc., 5350 North St, Canandaigua, NY 14424 Please come with your resume and completed application can be found on our website - www.marineblueusa.com Please visit our web page to learn about our company and call with any further questions (585)394-2628

Part time/Full time **Associate** We are currently looking for a candidate with the following qualities and the ability to: Answer phones -- good phone and communication skills Attention to detail Must have exceptional computer skills (above average computer skills, ability to navigate computer systems efficiently) Punctual and on time Start the sales process, use a POS system and sale of items in our retail store Gather customer information accurately and efficiently Polite, friendly and have an outgoing personality Ability to learn and possess product knowledge Team Player and willing to help other co-workers Ability to work in other departments of the company and wear multiple hats Interest in advancing within company and mastering their job Can do attitude Self-starter All of these qualities are extremely important Saturday and Sunday will be required during peak business season. (rotation is available) Hoping to fill this position with an individual with strong ethics and values Please come in to apply for this position during business hours. (M-F 9 am - 4 pm, or by appointment after hours, including weekends) Marine Blue Inc., 5350 North St, Canandaigua, NY 14424 Please come with your resume and completed application can be found on our website - www.marineblueusa.com

Please visit our web page to learn about our company and call with questions (585)394-2628

Associate, Customer Service: New career opportunity in Geneva. Duties include but not limited to: Manage order exceptions and issues. Insure seamless order flow and processing of orders. Coordinate with kitchen regarding any quality issues. Log all customer interactions. Coordinate supplies with kitchen. Requirements: Must be personable and energetic. Must write, speak and communicate well. BS degree preferred. Competitive wage, benefits available in the future. Send resume: Careers@crojack.com

Associate, Purchasing: Full-Time, 50 hours a week--flexible hours. Pay (with no experience): \$10 an hour--overtime (over 40 hours) @ \$15.00. Pay (with experience): Negotiable. Requirements: Good with basic business math. Creative problem solving. Team player with the ability to work independently. Be able to sit or stand for long periods of time. Lift up to 50 lbs. Great work ethic and driven to succeed. Excellent computer skills. Great interpersonal and communication skills. Willingness to never stop learning. Reliable and trustworthy. Handles change well. A few of the responsibilities you may have in this position: Ordering product online, over the phone, or fax. Optimizing Inventory levels and Pricing Strategy. Acquiring new accounts and managing existing accounts with various organizations (Publishers, Distributors, Wholesalers, Manufacturers, Individuals, etc...) and doing so via online search, phone calls, and networking. Making new product pages or optimizing existing pages on various online marketplaces. Listing products online for sale. Always looking for new opportunities. This position is very demanding, but also very rewarding. Basically though what we do is find products to buy at wholesale prices that are underrepresented online and sell them for a profit. While navigating the complex and constantly changing online marketplace. If you happen to be a book lover, then this may be a particularly ideal place to work. Please send your resume to enlighteningminds@gmail.com with resume in the subject line. Also please feel free to inquire for details. All applicants are filtered directly to the managers so tell us something about yourself.

Associate, Salon: Zoom Tan, Canandaigua. Position Summary: Maintain the highest level of service delivery to our customers by selling Zoom Tan Products and services and offering exceptional customer service. Education/Experience Desired: High School Diploma or equivalent; Computer proficiency. Specific Knowledge/Skills: Quality orientation and high attention to detail; Excellent interpersonal and communication skills; Ability to work with a high performance team; Problem analysis and problem resolution skills. For more information please visit: <http://www.zoomtanjobs.com/>

Corby's Collision are hiring for the following positions: **Auto Body & Paint Technician-I-CAR** Certification & Experience Necessary For more info, please call 585-396-2670. Part-time/Nights & Weekends **Tow Truck Driver** For more info, please call 585-905-3245 or stop in for application at Corby's Collision 2460 Rochester Rd., Canandaigua.

Canandaigua City School District are hiring for the following substitute positions include: **Bus Drivers, Custodial Maintenance, Food Service Workers, Monitors, Nurses Teachers, and Teacher Aides. These are all civil service positions with the exception of Substitute Teacher.** Job Fair -January 31, 2017, from 4 - 7 p.m. The Job Fair will be held at the District Administration Center, located at 143 North Pearl Street, Canandaigua. Attendees are encouraged to bring a completed application with them to the Job Fair, as well as a list of references with complete contact information. Substitute teacher applicants should also bring a

resume. Please visit Canandaigua City School District for more information:
<http://www.canandaiguaschools.org/jobs.cfm>

Caregiver/Personal Assistant: In home care agency looking for caregivers/personal assistants to work in consumer homes in the Geneva, Canandaigua, and Victor areas. Previous health care experience preferred. Must have reliable transportation. Part time and full time positions available. Please go to www.arycss.com to fill out an online application.

Caregivers, Happier at home Victor, NY. Seeks Companion Caregivers to assist the elderly. Ontario County/Part time, varied hours. Driver's license and vehicle required, experience a plus! Apply on-line HappierAtHome.org/Employment or call (585) 633-5555.

CASHIER /RECEPTIONIST Must be available nights/weekends BENEFITS: Healthcare, 401K, Farnsworth Auto Group, Email: h.romeiser@farnsworthgroup.com resume or stop in at 2350 Rochester Road Canandaigua, NY 14424 CA-00024470

LSI Solutions are hiring for the following positions: **Continuous Improvement Engineer; Engineering Technician; Product Design Engineer II.** For more information and to apply online visit: <http://www.lsisolutions.com/Careers>

Contractor, Independent: Messenger Post, Canandaigua. Independent Contractor needed to deliver the Daily Messenger for the following streets: Beal; Beeman; Center; Jefferson; Lafayette; Niagara; Phoenix; Pleasant; Saltonstall; and Tillotson. 39 Papers: 45-60 Minutes/Day and weekly pay! Call Josh or Cyndi at 585-337-4267; email jloyns@messengerpostmedia.com
**Must be 11 years of age or older.

Counselors: FLACRA, Clifton Springs. Full Time Positions in Geneva, NY. Responsible for providing individual and group therapy to patients with a primary diagnosis of chemical dependency. QHP/CASAC strongly preferred. Per Diem opportunities in outpatient and residential programs are also available. To apply, visit <http://www.flacra.org> or send your cover letter and resume to Reply to this Posting or mail to FLACRA-HR, 28 East Main Street, Clifton Springs, 14432.

CSA Front End: LOWES Canandaigua, NY. Responsible for responding to customer inquiries, providing support throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans, processing sales and returns using a cash register, and addressing customer complaints. Job Requirements Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties. For more information and to apply visit: <https://careers.lowes.com/opportunities/> Enter Canandaigua for City/Location Canandaigua; and NY for the State: Job ID 099059BR

CSH Corporate Security: Regional Health, Clifton Springs. Position Summary: Preserves the peace and good order within the facilities of Clifton Springs Hospital and Clinic while providing protection for the grounds, buildings, patients' and employees. Key Responsibilities: Investigate cases involving criminal and safety matters that have been detected or reported; Monitors and controls hospital employee and visitor parking areas; Identifies and reports real or potential hazards in the environment; Maintains a positive professional image with all persons contacted

daily; May assist nursing staff in acquiring emergency supplies during off shifts by pulling supplies from Receiving, Central Stores and Linen Services; May transfer and discharge patients as requested in a prompt manner; Performs other duties as assigned. For more information and to apply online visit: <https://www.rochesterregional.org/careers/>

Canandaigua National Bank in Canandaigua is hiring: Join our Team! We have the following opportunities available: **Custodian (Part-time)**-Cleans and maintains office facilities in Canandaigua area. PT position, evenings after bank hours, Mon-Fri, with occasional wknds. Choose preferred method to apply: Visit: www.cnbank.com/jobs; Mail resume to: Canandaigua National Bank & Trust; 72 S. Main St., Canandaigua, NY 14424 Fax resume to (585) 393-1481.

DELIVERY DRIVER/WAREHOUSE Part-time. Approximately 30 hours per week. Start time 6:30am, Monday-Friday. Must have Class B license and be able to lift 85 lbs. Experience in delivering to restaurants a plus. Call Hillcrest Food Service • 585-624-3260 Ask for Joe Jr. or Paul 3808 Rush Mendon Rd. • Mendon

Horizons in Canandaigua, a DePaul Senior Living Community, are seeking dedicated and caring applicants for the following positions: **DIETARY ASSISTANTS** -FT/PT days; **HOME HEALTH AIDES** -FT/PT evenings & overnights; **RESIDENT CARE ASSISTANTS** -FT/PT evenings & overnights. Apply: Horizons 3132 State Route 21 South Canandaigua, NY 14424 OR For more information and to apply online visit the Employment section of our website at www.depaul.org Join the New York State Workforce As a **Direct Support Professional!** Salary range: \$30,461 to \$41,756. Finger Lakes DDSO will be continuously administering the Civil Service Exam for Direct Support Professionals throughout Livingston, Monroe and Ontario Counties Minimum Qualifications: High school diploma or GED equivalent; you must have a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter. To receive an exam application: Finger Lakes DDSOO HR Office: (585) 461-8800; E-mail Thomas.F.Fitzsimmons@opwdd.ny.gov or Bonnie.Eaton@opwdd.ny.gov NYS Office for People With Developmental Disabilities (OPWDD), Human Resources Management Office, Finger Lakes DDSO, 620 Westfall Rd., Rochester, NY 14620. An Affirmative Action/Equal Opportunity Employer.

Director of Food and Beverage: The Inn on the Lake, a beautiful Resort hotel in the heart of the New York Finger Lakes Region 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

Pat's Taxi & Medical Transport Immediate Openings For **Drivers** Taxi & CDL-C Positions Must have clean driver's license and a strong work ethic. Paid Training and Competitive Wages. CALL 585-394-7027 and ask for Personnel.

Driver, Client Transportation (On-Call Sub): Ontario County is looking for Client Transportation Drivers (2 Vacancies). Minimum Qualifications as shown on the job description: Graduation from high school or possession of a high school equivalency diploma and possession of a valid New York State Motor Vehicle Operator's license at the time of the appointment and maintenance of such license throughout the tenure of employment in the position. Application Deadline/Last filing date: Until Filled. Call 585-396-4465 or apply in person to Human Resources. State what job you would like to apply for and the job posting number (16-027).

Driver, Full-Time: Ashton Place, Clifton Springs. Transport residents to appointments to appointments and scheduled events. Positions include some building maintenance duties. 36 Hours per week, Monday thru Friday. Please apply in person at 190 Ashton Court, Clifton Springs.

Drivers: Medical Transport & Pat's Taxi Immediate Opening's in Canandaigua. Taxi & CDL-C Positions. Must have clean driver's license and a strong work ethic. Paid Training and Competitive Wages. CALL 585-394-7027 and ask for Personnel.

Engineer, Mechanical: Career opportunity located in Victor. Junior technical resource to support Engineering/ R&D / Assembly. Education/Experience: Mechanical Engineer, BS. 1-3 years' experience. Provide engineering support to product development team. Includes: Collaborating with R&D to transfer new products to production. Manage and conduct product testing (life, stress, reliability product tests), document failure modes, resolve failures, track replacement frequencies. Conducting design of experiments to resolve failures. Building and qualifying test fixtures and tooling, including documenting test protocols. Quality inspection of incoming parts and assemblies. Recommending manufacturing process to improve yield. Identifying and working with suppliers and manage relationship and cost downs. Technical documentation including assembly BOMs, quality plans. Candidate should be a team player with excellent technical problem solving skills as well as verbal and written communication skills. Salary: commensurate with experience. For consideration, forward resumes and salary requirements to: Ontariowfd@dfa.state.ny.us

Executive Assistant- CNB Mortgage: Canandaigua National Bank, Canandaigua. Responsible for coordinating activities and ensuring timely flow of information to and from management; providing administrative support to the President and Operations & Compliance Manager of CNB Mortgage; 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. Education/Training: An Associate's degree is normally preferred; specialized training in functional area preferred. Experience: A minimum of six (6) years' experience in related positions normally required. Choose preferred method to apply: Visit: www.cnbank.com/jobs; Mail resume to: Canandaigua National Bank & Trust; 72 S. Main St., Canandaigua, NY 14424 Fax resume to (585) 393-1481

Executive Assistant: Immediate opportunity. Assists the Executive Director and staff with general office coordination, maintaining confidentiality of all information received and used in the performance of duties and responsibilities. Provides administrative and clerical support to the Executive Director, Board of Directors and FLWIB staff. Maintains positive and professional communication with the contacts of the Executive Director, including Board members, staff, other partners and general public, whether in person, over the telephone or in correspondence. Also responsible for assisting in marketing efforts, maintaining social media sites including website and developing and maintaining reports. Minimum Qualifications: A.A.S. degree with a major in business administration or related field and three (3) years related experience, or equivalent combination of the above. Excellent computer and communication skills. Must have demonstrated abilities to conduct business in a professional and confidential manner. Must possess driver's license. The position may require flexibility in daily schedule due to meetings and events. Salary commensurate on experience. Please send resume to: Karen Springmeier, Executive Director, Finger Lakes Workforce Investment Board, Inc., 41 Lewis St., Suite 104, Geneva, NY 14456 or e-mail to: kspringmeier@fingerlakesworks.com

Fabricator/Assembler: Aerotek-Position in Canandaigua. Looking for reliable individuals who have experience using hand and power tools as well as a measuring tape. These individuals

would need to be reliable with consistent work history. Candidates with their own transportation highly preferred. Previous experience in construction, roofing, landscaping, etc., is preferred. This will be a contract position at least going 4-6 weeks with a chance to be a few months. Pay will be based on experience. Hours will need to be flexible with the chance of having overtime. Shift is usually 7:00 am to 3:30 pm. Drug screening and reference check are required. **Skills needed: Hand and power tool use, ability to read a tape measure, heavy lifting, reliability. For more information and to apply visit: <https://www.aerotek.com/> Enter "Canandaigua, NY" for the "Location"; Email: Nathan Nigolian nnigolia@aerotek.com ; Phone: 585-350-2700; Fax: 585-350-2790 Attn.: Nathan Nigolian.

Forklift: Adecco Canandaigua. Adecco is assisting a local client recruiting for a current Warehouse - Forklift Operator job in Canandaigua, NY. This is a temp to perm opportunity. As a Warehouse - Forklift Operator you will drive within the warehouse, moving product as well as loading and unloading trailers. If you meet the qualifications listed below please Apply Now! www.adeccousa.com or call our office at 585-396-1990!

Healthcare: Interim Health Care are hiring for the following positions in Canandaigua: Home Health Aide/HHA and a Home Health Aide-Per Diem. Apply online at www.Interimhealthcare.com

Healthcare: Thompson Health is accepting online applications for: Recruiter, CNA, LPN, Cafeteria Associate, Pharmacy Tech, Environmental Services Aide, Cook and more. Visit thompsonhealth.com for details and application.

Help, Kitchen Part-Time kitchen help wanted. Food Prep, dishwasher and cleaning. Wednesday thru Saturday Evenings. Buffalo Bill's Family Restaurant, (585) 289-4104.

Home Health Aide: If you have a passion for helping others and want to make a difference, please consider joining our team. for providing personal care, and supportive services which includes, but is not limited to assisting the client in activities of daily living, planning and preparing meals, and maintaining a clean and safe environment. HHA may assist the client with medications which are ordinarily self-administered. Must be caring, dependable, & must meet health requirements. Reliable transportation required. Competitive pay, flexible scheduling. Call CareGivers at (585) 394-6090.

Home Health Aide: Tuition free HHA training available, job offer and \$250 stipend after successful completion. Already a CNA or certified HHA, ask about our one day competency evaluation. A retention bonus of up to \$2,500 is available. What sets us apart: competitive hourly rates, paid holidays, vacation & sick time, mileage reimbursement, medical & dental ins., retirement plan, paid holidays, vacation & sick time & more. Minimum qualifications: High school diploma/GED, valid NYS driver's license and own reliable vehicle. Caregiving experience helpful. Must be available Mon.-Fri. from 8am-5pm to complete the 3 week training program. If already certified, must be available 8:30am-5pm on evaluation day. Apply: <http://www.lifetimecare.org>

Hospitality: Bristol Mountain is committed to providing exemplary service with the best skiing and snowboarding experience for our guests. Listed below are the positions that we are currently accepting applications for: Rocket Lodge Greeter, Ticket Seller, Cooks, Cleaners. Bussers/Dishwashers. Apply in person at the Personnel Office. Monday-Friday, 830am-330 pm. Must be able to work the full season. Please, no phone calls.

Human Services: Happiness House is accepting resumes and applications: 1:1 Aides; Community Hab Specialist; Physical Therapist, Service Coordinator, Resident Assistant; Respite Aide; Janitor. For details and to apply online: happinesshouse.org

Laborer, General: Adecco is currently recruiting for General Laborer positions at a manufacturing facility in the Manchester area. Temp to hire positions. Must be able to lift 50lbs, will be loading and unloading glass off a production line. Attention to detail, proven track record of stellar attendance must be willing to learn and be cross-trained. Hours are 6am-4:30pm; must be flexible with hours!! Apply now at www.adeccousa.com or call our office at 585-396-1990!

Looking for experienced, hardworking individuals to join our **Lawn Maintenance** division for the 2017 season. Duties include: operation of zero turn riders and walk behind mowers, operation of 2 cycle equipment- string trimmers, backpack blowers, edgers, etc. and general labor tasks involved with the completion of lawn maintenance services. Normal schedule is Monday-Thursday, 7:30am-7pm+/- . 40+ hr. weeks. Fridays will be likely in the faster growing parts of the season. Extra hours (some weekends) are also available by request. Full time 40+hrs week April through November- Position within our snow & ice division during the winter months- Must have own transportation to our shop in Springwater/Canadice.- Must have valid NYS Driver's License- Must be 18+ yrs. old- Must have prior COMMERCIAL MOWING EXPERIENCE (willing to make exceptions for fast learners with good work ethic).- Must be reliable, drug free, and able to work as part of a team Positions available for crew leaders (drivers) and crew members. Send email with resume or fill out our online application www.qualitylawncare.biz/empapp

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.

Gorbel in Victor is hiring! **Machine Operator; Packer; and Parts Washer/Dryer.** For more information and to apply: Submit resume to Careers@gorbel.com for consideration. Email: Max Powell careers@gorbel.com

Maintenance Worker (Part-time)-Supports the maintenance of CNB facilities. Position is based in Canandaigua and requires valid driver's license and ability to travel to various locations. PT position, preferably Mon – Fri, 7 a.m. – 1 p.m. Choose preferred method to apply: Visit: www.cnbank.com/jobs; Mail resume to: Canandaigua National Bank & Trust; 72 S. Main St., Canandaigua, NY 14424 Fax resume to (585) 393-1481

Manager, Assistant-Store: Michaels, Canandaigua. Basic Functions: Michaels Store Managers are enthusiastic and passionate about their work, people development and arts & crafts. Store Managers drive Michaels success by building, training and motivating the store team, providing superior customer service and consistently executing operational functions as per company standards. Store Managers should meet and/or exceed financial and sales goals for the store. As a world-class retailer, we are always looking for the brightest, most creative and most talented people to join our team. Assistant Store Manager Candidates should have at least 3 years management experience in a Big Box retailer or specialty retail environment. For more information and to apply visit: <http://www.michaels.com/hr-join.html> Select "Retail Stores".

Manager, General: KFC, Canandaigua. The Restaurant General Manager will play the key role in the operation of our restaurants. The Restaurant General Manager has the overall responsibility for directing the daily operations of a restaurant, ensuring compliance with company standards in all areas of operation, including product preparation and delivery,

customer relations, restaurant maintenance and repair, inventory management, team management, recruiting and retention of team members, financial accountability, ensuring that the highest quality products and services are delivered to each customer and other duties as required or assigned. For more information and to apply visit: <http://indushg.com/career/>

Material Handlers & Packers: PAID WEEKLY! Your choice of a pay card, direct deposit, or check picked up at work! Full Steam Staffing is accepting applications for Material Handlers and Packers on all shifts at Zotos Intl. Over 20 positions available! Apply in person Monday - Friday 9AM - 5:00PM, 501 Exchange St. Geneva, NY 14456 (next to the old movie theater). Apply in person at 501 Exchange St. Geneva, NY 14456. If you have worked for Zotos in the past please Call: 315-325-4437. Salary: \$9.95 to \$10.95 an hour depending on shift. With a raise after 6 months!

McDonald's is now hiring crew members at the following locations: Farmington, Victor, Canandaigua, and Manchester. Apply online at www.mylocalmclds.com

Democrat & Chronicle **Motor Routes** available for the Victor/Canandaigua area. Early morning hours. Must have reliable transportation. 924-3406

Canandaigua Motorsports, a full-line dealership, is on the search for a **motorcycle service technician!** Prospective candidates must have a love for the powersports industry. Previous experience in the automotive or powersports field is a requirement, however this position would also be ideal for recent graduates of the skilled-trade or an apprentice who is looking to step up to the challenge! Candidates must be reliable, and able to work at a fast-pace with strong attention to detail- this individual should be someone who can fix the problem the first time. A strong electrical diagnosis background and familiarity with fuel-injection and carburetion systems is also a desired skill set. Of course, a positive attitude and the ability to work with a team are necessary. Reliable transportation is a must! Benefits include; Highly competitive pay rate, Health benefits, Paid vacation, Paid holidays, Employee inhouse discounts. Please reply with resume and cover letter. Further information on the position can be found at <http://www.canandaiguamotorsports.com/jobs.asp>

NURSES-RNs and LPNs: FLACRA, outpatient clinic in Geneva NY. Full Time, Part Time, Per Diem Positions Available. Will provide primary nursing care to patients seeking treatment for substance abuse at a chemical dependency treatment centers. Day, evening, overnight and weekend shifts available. Valid NYS RN/LPN license and CPR certification required. Demonstrable knowledge of chemical dependency preferred. To apply, visit <http://www.flacra.org> or send your cover letter and resume to Reply to this Posting or mail to: FLACRA-HR, 28 East Main Street, Clifton Springs, 14432.

Operators, Forklift: A local leading organization is currently seeking experienced Forklift Operators in Canandaigua for a long-term temporary to hire opportunity. Forklift positions require candidates to drive within the warehouse, moving product as well as loading and unloading trucks. Candidates must meet the following requirements for consideration: 2+ years of recent forklift operations experience. Ability to consistently lift 40-50 pounds. Current Forklift operator certification – preferred. A valid state-issued driver's License. Ability to work with little or no supervision. Basic computer skills. High school diploma or GED equivalent. Must be able to successfully complete a client specific background check. Resume required. Openings on both the first and second shift Monday-Friday 645am-315pm and 300pm-1130pm. Pay for this position is starting at \$12/hour, overtime as needed. This is a temporary to hire opportunity. Benefits available to you as a contractor after one week of employment. For details and to apply, call our office at 585 396 1990 or apply on line at Adeccousa.com

Print & Marketing Associate: Staples, Victor. The Copy and Print Associate is responsible for cultivating relationships with customers, specifically Small Business customers that result in the opportunity to assess and provide copy and print solutions that exceeds their needs. The Associate is tasked with managing multiple and competing priorities while providing outstanding consultative interaction, producing top quality finished products and an establishing an opportunity to build future business with the customer. The Associate is expected to possess extensive knowledge of the product assortments available to customers and recognize the opportunity to sample and advise the customer on these offerings. The Copy & Print Associate is accountable for demonstrating these behaviors and positively contributing to key business metrics. For more information and to apply online visit: <http://careers.staples.com/search-jobs/> Select "New York" for Location and "Victor" for city.

Production: NOW HIRING AT GW LISK!!! Multiple production openings available on all shifts! Must have a mechanical aptitude and prior production experience. If you are interested, please send your updated resume to Jess at jhallora@aerotek.com or call at 315-928-3185.

Purchasing Associate: Full-Time, 50 hours a week--flexible hours. Pay (with no experience): \$10.00 an hour--overtime (over 40 hours) @ \$15.00 an hour. Pay with experience: Negotiable. Requirements: Good with basic business math. Creative problem solving. Team player with the ability to work independently. Be able to sit or stand for long periods of time. Lift up to 50 pounds. Great work ethic and driven to succeed. Excellent computer skills. Great interpersonal and communication skills. Willingness to never stop learning. Reliable and trustworthy. Handles change well. A few of the responsibilities you may have in this position: Ordering product online, over the phone, or fax. Optimizing Inventory levels and Pricing Strategy. Acquiring new accounts and managing existing accounts with various organizations (Publishers, Distributors, Wholesalers Manufacturers, Individuals, etc.) Doing so via online search, phone calls, and networking. Making new product pages or optimizing existing pages on various online marketplaces. Listing products online for sale. Always looking for new opportunities. This position is very demanding, but also very rewarding. Basically what we do is find products to buy at wholesale prices that are underrepresented online and sell them for a profit, while navigating the complex and constantly changing online marketplace. If you happen to be a book lover, then this may be a particularly ideal place to work. Please send your resume to enlighteningminds@gmail.com with resume in the subject line. Also please feel free to inquire for details. All applicants are filtered directly to the managers so tell us something about yourself.

Reclaimed Lumber - Wood Enthusiast: Pioneer Millworks, in Farmington, is seeking a hardworking person with a passion for wood, manufacturing wood flooring, paneling, siding, and other custom wood products using reclaimed and sustainable wood. You may work at various stations within our production line from lumber yard to de-nailing, to milling and finishing to learn our business. Experienced candidates with wood identification (and grading) skills may move direct to a yard position. Candidates with wood finishing experience may move direct to our finishing department. Must be able to lift 50lbs (sometimes more). If you have an ability (and desire) to work outside in ALL weather, let us know, we need this too. Decent math skills a plus. Fork lift certification a plus (but not required). Must be dependable, bring a positive attitude and respect for teamwork. MUST HAVE A VALID DRIVERS LICENSE. DROP IN between ONLY these hours: 8am-11am - 1pm - 4pm Monday-Thursday. YOU WILL need 30-60 minutes to complete our application. People, planet and profit have equal footing here. Our wages are competitive, our benefits package includes up to 50% medical, vacation and holidays, and a well-managed 401k. None of this was touched during the worst of the recession; and, in good years, we have profit sharing. As always, Pioneer Millworks does not discriminate for all the right

reasons, but we're partial to smart people with common sense. Please visit our website to learn more about us: pionermillworks.com

Representative, Inside Sales: Flexible, part time opening, approximately 20-30 hours to start, additional hours may be available. Will assist customers and sell masonry and related building products. Knowledge of landscaping, concrete and pavers helpful. Construction or HVAC background preferred. Maintain inventory records. Good communication and computer skills are needed. Wage commensurate with experience plus benefits. Apply in person at Phelps Cement, 5 S Newark St, Phelps, NY 14532 or send email to bear@phelpscement.com

Retail: Wegmans Canandaigua is accepting online applications for: Health & Beauty, Overnight Cashier, Meat, Seafood, Cake Decorator, Produce and Bakery.

RN's: Finger Lakes Health, Geneva. Finger Lakes Health in Geneva is looking for Beside 3 North RN's. Education: Minimum: Graduate of an Accredited School of Professional Nursing; Preferred: BSN. License/Certifications: Current NYS license or Limited Permit to practice as a Registered Professional Nurse; BLS within 6 months of hire; PALS preferred. Experience: Preferred: One year of successful performance as a RN in medical/surgical environment. Contact: Katrina End at 315-787-5439, email katrina.end@flhealth.org Address: 196 North Street Geneva, NY 14456. For more information and to apply online at <http://www.flhealth.org/>

Route Sales We already have the customers, let us introduce you! Looking to fill an immediate opening for a self-motivated and eager distributor to take over and fully develop established sales and service route in the Finger Lakes area, selling a variety of paper products, tire repair, and shop supplies. We want the right person who can negotiate business to business sales. Computer experience is helpful but not required. A Valid Driver's License is required and the distributor has to provide a delivery vehicle (box truck/cargo van) to perform this job. This job is for an independent contractor. Pays weekly with possible sales bonus. Training is provided at no cost to the distributor to help get their business off the ground and help ensure a smooth transition. Follow on training is also provided for free. The route requires lifting of boxes weighing up to 50 pounds and working outside in changing weather conditions. Email resume to: dmurphy@nytechsupply.com

Sales Representatives Needed in Victor, NY. Immediate Openings!! Apply TODAY at www.zoomtan.com! We have a Salon conveniently located at: 49 West Main St, Victor, NY 14564

Servers: Cobblestone Creek Country Club is looking for experienced servers to work in our recently renovated a la carte dining rooms. We are looking for individuals with a true service heart mentality that will be able to build relationships with our members. Fine dining experience is a plus. Must be available nights and weekends. Please apply in person, 100 Cobble Creek Road, Victor.

Specialist, Heating: HVAC Experience required. Apply online at WWW.HEPSALES.COM or in store at 2567 Rochester Rd., Canandaigua, NY 14424

Specialist, Testing -Disability Service Part-Time: Finger Lakes Community College, Canandaigua. Under the direction of the Assistant Director of Academic Success, the Testing Specialist – Disability Services Specialist, Part-time, will support the daily functioning of the disability services area and implement test proctoring for students with disabilities as well as assist with the training and facilitation of students, faculty and staff in the use of adaptive technology accommodations and processes. This position is part time and requires flexible hours in order to provide evening coverage for disability services during the fall and spring academic

semesters. <http://www.flcc.edu/jobs/> Application Instructions: Applicants interested in applying MUST submit the following documents via online: Resume/Cv; Cover letter and Contact information for three professional references. Applications will only be accepted online. Address your online cover letter & resume to: Grace Loomis, Director of Human Resources.

Staff, Restaurant: Great opportunity for advancement at Longhorn Steakhouse in Victor. We are looking for leaders, not just your average line cook or dishwasher. As part of the Longhorn family, you will have great opportunities to lead, grow and develop your full potential while inspiring others to rise to theirs. Our management team is quick to recognize an upbeat attitude as it is a key component to genuine teamwork. We provide top notch training and coaching so you can feel confident in your new position. This is a full time position for the right candidate. Please call (585) 924-9901 and ask for the Managing Partner or Kitchen Manager or apply online at longhornsteakhouse.com

Staff, Restaurant: Panera Bread Bakery-Café in Victor is hiring! Sandwich Makers, Prep Associates, Cashiers, Day & Night Bakers; Salad Makers. Job Requirements: Some food service or retail experience preferred. Minimum age 16 years of age. Must understand and practice basic food safety. For immediate consideration, please apply online at PaneraBread.jobs Select Hourly Bakery-Cafe jobs. Select Victor Cafe #1807.

Store Team Leader: Tractor Supply, Geneva. Job Purpose: Under direct supervision, 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, promoting a safe and productive work environment for Team Members, Customers, and Vendors, and coaching Team Members on appropriate application of policies and procedures. Position Requirements: Retail experience and/or farming, ranching, equine, or welding knowledge is strongly preferred. For more information visit: <http://tractorsupply.jobs/> Select "NY" for State and "Geneva" for the city.

Stylist, full or part time with established clientele, call Renee at Artistic Hair, 315-462-6553

Supervisors, Shift: Starbucks, Canandaigua and Victor. Job Summary and Mission: This position contributes to Starbucks success by assisting the store manager in executing store operations during scheduled shifts. This job deploys partners and delegates tasks so that partners can create and maintain the Starbucks Experience for our customers. Models and acts in accordance with Starbucks guiding principles. Summary of Experience: Customer service experience in a retail or restaurant environment- 1 year. Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances. To apply visit: <https://www.starbucks.com/careers/retail-careers>

Geneva City Schools Teacher openings: Effective Immediately: **Spanish 9-12** Long Term Subs: **SOCIAL STUDIES 7-12 ;SECONDARY MATH ;CHEMISTRY** App. deadline: 1/27/17 Interested certified candidates should mail, FAX or email a letter of interest, resume, placement credentials, transcripts, district teaching app. (accessed from our website) and three confidential recommendations. AA/EOE by choice. Send to: Stephen Kruger, Assistant Superintendent for Admin. Services Admin. Center 400 W. North St. Geneva, NY 14456 Ph.: 315-781-0400 FAX: 315-781-5461 humanresources@genevacsd.org

Certified Pre-K Teacher Full Time Temporary 6-Month Position Leading to possible permanent status. Experience required VICTOR CHILD CARE CENTER, INC., 66 School Street • Victor, NY 14564 924-5303

Technician, Certified Marine: A Local Finger Lakes Marina looking for a CERTIFIED Marine Technician. The Marine products serviced are: Evinrude, Johnson, Mercury & Honda Outboards Motors. Volvo, Mercruiser, OMC and PCM Inboard Motors. This is a full time position with OT available during the busy season, April until October. Our wages are competitive and based on experience. We offer health insurance benefits, vacation, sick, personal time and a 401K plan. Resumes may be faxed to 585-919-3715, emailed to Bob@seagermarine.com

Technician, Field Service: A growing wine and beer equipment distributor in the New York area seeking a full time Field Service Technician to be part of the company's Service team, located in Geneva. The preferred candidate has a good electrical as well as mechanical repair and troubleshooting background. This position requires travel throughout the week, local, nationwide and at times international. Must have excellent driving record, a valid driver's license and a U.S. Passport. Preferred candidate has some experience in packaging equipment, labelers and filling equipment. Qualifications: Minimum of High School Diploma or equivalent. 4+ years of experience in service field. Proficiency in some or all of the following areas: electrical, mechanical, pneumatic and PLC troubleshooting and programming. Must regularly lift and/or move up to 50 pounds. Able to work well with other team members. Reference check required. Salary commensurate with experience plus benefits including bonuses, health, dental, vision, life, paid time off and 401k. Please provide salary requirements and a resume.
rturner@prosperocorp.biz

Technicians: Chrysler-Jeep-Dodge, Canandaigua is looking for Qualified Technicians to join our Service Team. To apply, please contact Dick Clark at (585) 919-6150 or inquire in person. We look forward to continuing our growth with motivated talent! Benefits, Free Training, and Sign on Bonuses available.

A family owned and operated company. Johnson Equipment Sales and Service Johnson Equipment are looking for **Tractor & Trailer Mechanics** Must be experienced to apply. Night shift 3:30pm-12am, Monday thru Friday. Competitive pay – tool bonus twice a year. Health insurance, vacation & 401k with match packages offered! Apply in person at: 6070 Collett Rd., Farmington, NY 14425 Located at Leonard's Express Send Resume to: Kevin.Adriaansen@jesales.com Call: 585-869-3191

Warehouse Electronics Handler: EWASTE+, a leader in the electronic recycling industry, is currently hiring for an entry level warehouse Electronics Handler at their Victor facility. Shifts available: Monday – Friday, First Shift 7:30am - 4pm and Second Shift 4pm -12:30am. Requirements: Lifting 40 pound objects frequently, climbing ladders, pushing and pulling equipment using a pallet jacks, walking and bending. Forklift experience and a background of manufacturing is a plus. Applicants must be able to pass a drug screening and will be subject to background screening. Preferred education: High School Graduate or GED. Apply online: <http://www.ewaste.com/careers/>

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM
FOR FURTHER JOB LEADS
3010 County Complex Drive, Canandaigua, NY 14424
Telephone: (585) 396-4020
Hours: Monday thru Friday 8:00 - 5:00**

A proud partner of the  American Job Center network

ONTARIO COUNTY

3019 County Complex Drive, Canandaigua, NY 14424 (585)396-4465

[HTTP://WWW.CO.ONTARIO.NY.US/HUMANRESOURCES](http://www.co.ontario.ny.us/humanresources)

CURRENT EXAM INFORMATION

EXAMS SCHEDULED BY N.Y.S. CIVIL SERVICE:

<u>Exam Title:</u>	<u>Last Filing Date</u>	<u>Exam Date</u>
Firefighter	2/1/17	3/18/2017
Fiscal Manager	2/1/17	3/18/2017
Fiscal Manager (County)	2/1/17	3/18/2017
Manager of Audit and Financial Projects	2/1/17	3/18/2017
Manager of Audit and Financial Projects (County)	2/1/17	3/18/2017
Manager of Financial Operations	2/1/17	3/18/2017
Manager of Financial Operations (BOCES)	2/1/17	3/18/2017

ANNOUNCED VACANCIES:

Client Transportation Drive (On-Call Substitute)
Food Site Aide, Part-Time
Food Servicer Helper, Part-Time
Supervising Social Worker

CONTINUOUS EXAMS: These examinations will be conducted on the third Wednesday of every month with a last filing date of the first Wednesday of that month:

Typist/Office Specialist I
Account Clerk-Typist/Finance Clerk 1

CONTINUOUS EXAMS:

Nurse Practitioner	Public Health Nurse
Occupational Therapist	Senior Physical Therapist
Occupational Therapy Assistant	Supervising Nurse
Physical Therapist	Supervising Psychologist
Physical Therapy Assistant	Supervising Public Health Nurse

Training & Experience – Completed questionnaires postmarked by the third Wednesday of the month will place your name on the Eligible List effective the first full week of the following month:

Application Support Services Assistant	Programmer Analyst
Computer Services Assistant	Senior Application Support Services Assistant
Customer Service Representative	Senior Computer Services Assistant
Information Technology Network Analyst I	Systems Analyst
Information Technology Network Analyst II	Technical Specialist (Information Systems)
Information Technology Network Technician	Web Developer
Wide Area Network Manager	

ALL EXAMINATIONS REQUIRE A \$15.00 APPLICATION FEE. CHECK OR MONEY ORDER ONLY, PAYABLE TO: ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES.



Mechatronic Technology Training Program

Searching for a career path? Enter the field of advanced manufacturing technology! Well-paying high-tech jobs in our area are waiting for skilled employees. This twelve week training program is designed to provide the introductory skills and knowledge required to perform in the following entry level job opportunities: industrial-mechanical operators, automation operators, electrical-mechanical operators, fabricators and assemblers. This program prepares you for a career in the field of manufacturing where advanced technical skills are needed to perform various functions with precise specifications.

CLASS REQUIREMENTS – Mechatronic Technology participants MUST:

- + Be 18 years old
- + Have a high school diploma or GED
- + Have a Valid NYS driver's license
- + Clear drug screen
- + **Tuition - *\$4000.00.** All course materials are provided *** (tuition subject to change without notice)*
Funding may be available to those that qualify

COURSE CONTENT

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

*Starting salary for an entry level employee in the industry of mechatronic technology is \$11.00 to \$14.00.
Those that demonstrate advanced skills completing the program may start at higher rates.*

*If this sounds like the career for you contact FLCC Professional Development and Continuing Education at:
pdce@flcc.edu, andrea.badger@flcc.edu, or 585-785-1906*

***Don't delay! Our next class starts March 6th, 2017!
Follow us on Facebook / FLCC Manufacturing Programs***

Mandatory Orientation Information:

***January 24th, 2017 at 9:00 am sharp
(Call to reserve a spot today!!!)***

Orientations are held at FLCC Victor Campus: 200 Victor Heights Parkway, Victor, NY, 14564

Class Location: FLCC Victor Campus, 200 Victor Heights Parkway, Victor, NY 14564

Class Date/Time: March 6th, 2017 – May 26th, 2017, 8am to 2pm (hours may vary)



Advanced Manufacturing Machinist Training

Searching for a career path? Join the exciting world of advanced manufacturing! Well-paying high-tech jobs in our area are waiting for skilled employees. This six-month program, prepares participants for immediate employment by obtaining skills training to become machinists on the way to a successful career in advanced manufacturing. The program will focus on developing skills in safe operation of machine tools such as lathes, mills, grinders and drill presses, with an emphasis on setting up and running CNC machines and precision measuring equipment.

CLASS REQUIREMENTS – Advanced Manufacturing Machinists *MUST*:

- ✚ Be 18 years old
- ✚ Have a high school diploma or GED
- ✚ Have a Valid NYS driver's license
- ✚ Be a US citizen
- ✚ Pass a drug screen
- ✚ **Tuition - *\$3500.00.** All course materials are provided *** (tuition subject to change without notice)*

COURSE CONTENT:

Robotics	Metrology
Technical Math	Geometric Dimensioning
Machine Shop Safety	Engineering Drawing
Lab Instruction	CNC Mill and Lathe

Starting salary for an entry level employee as a machinist is \$13.00 to \$15.00. Experienced machinists demonstrating advanced machining skills completing the program may start at higher rates.

If this sounds like the career for you contact FLCC Professional Development and Continuing Education at:

pdce@flcc.edu, andrea.badger@flcc.edu, or 585-785-1906

Don't delay! Our next class starts March 20th, 2017! Call for an orientation/interview today!

Follow us on Facebook / FLCC Manufacturing Programs

Mandatory Orientation Information:

January 25th, 2017 at 9:00am sharp

(Call to reserve a spot at the session!!!)

ITT Goulds Pumps, 240 Fall St, Seneca Falls, NY 13148

Class Location: ITT Gould Pumps, 240 Fall Street, Seneca Falls, NY 13148

Class Date/Time: March 20th, 2017 – September 22nd, 2017



Interested in becoming a Certified Nursing Assistant?

Is this training program for you?



What is a CNA? Prepare to become a Certified Nursing Assistant (CNA) by completing FLCC'S program and taking the New York State Exam. **Our student's passing rate on the State Exam is the highest in the state!!!** Our program includes classroom training in the principles and practices of patient care in the role of a Nursing Assistant, as well as, clinical experience in an assisted living setting.

CLASS REQUIREMENTS –CNA's must be:

-  18 years old
-  9th grade reading level
-  In good health, state-regulated tests for MMR and PPD are required
-  Dependable, patient, tactful, and have a desire to help people.
-  Be able to communicate well and have positive relationships with individuals.

Class participants wear: Name tags and scrubs. One set is included along with all books and written materials

***FLCC's Certified Nursing Assistant Program is a
New York State approved course!***

2017 Class Dates:

February 13 – Geneva FLCC's Campus

March 20 – Clifton Spring Hospital

March 27 – Canandaigua FLCC's Campus

April 10 –Geneva FLCC's Campus

July 5 – Canandaigua Campus

July 17 – Clifton Springs Hospital

September 25 – Geneva FLCC's Campus

November 27 – Clifton Springs Hospital

November 27 – Canandaigua FLCC's Campus

Call to speak to our staff about enrolling: 585-785-1660 or email: ce@flcc.edu



Interested in becoming a Certified Nursing Assistant?

Is this training program for you?



What is a CNA? Prepare to become a Certified Nursing Assistant (CNA) by completing FLCC'S program and taking the New York State Exam. **Our student's passing rate on the State Exam is the highest in the state!!!** Our program includes classroom training in the principles and practices of patient care in the role of a Nursing Assistant, as well as clinical experience in an assisted living setting

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- ✚ Dependable, patient, tactful, and have a desire to help people.
- ✚ Be able to communicate well and have positive relationships with individuals.

Class participants wear: Name tags and scrubs. One set is included along with all books and written materials.

***FLCC's Certified Nursing Assistant Program is a
New York State approved course!***

It is a great way to start a career in healthcare!!!

***Class Starts: February 13 at DeMay Living Center
Newark, NY***

***Call to speak to our staff about enrolling:
585-785-1660 or email: ce@flcc.edu***



Think Fast. Think FedEx Ground.

Interested in a fast-paced job with career advancement opportunities? Join the FedEx Ground team as a package handler.

Package Handlers

Compensation

- Multiple pay increases within the first six months of employment
- Tuition reimbursement program
- Career advancement opportunities
- Weekly paycheck/direct deposit

Qualifications

- Must be at least 18 years of age
- Must be able to load, unload and sort packages, as well as perform other related duties

Full-time and flexible schedules available in some locations.

For more information, please visit

GroundWarehouseJobs.fedex.com

FedEx Ground is an equal opportunity/affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce.

February 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Access Orientation 1:30pm	2 12-2pm Ontario Arc Open Interviews	3
6 Career Club 9-11am	7	8	9 12-2pm Ontario Arc Open Interviews	10
13 Career Club 9-11am	14	15 Access Orientation 1:30pm	16 12-2pm Ontario Arc Open Interviews	17
20 HOLIDAY OFF President's Day	21	22 Work Keys 9am	23 12-2pm Ontario Arc Open Interviews	24
27 Career Club 9-11am	28			

February 2017 Calendar of Events

Finger Lakes Works - New York State Department of Labor

MON	TUES	WED	THURS	FRI
		1	2 <u>Open Recruitment</u> Hillside Family of Agencies 9 am – Noon Training Options 2:30 pm	3
6 Career Club 9-11 am (Canandaigua)	7	8 Job Search Over 50 2:00 pm	9	10
13 Career Club 9-11 am (Canandaigua)	14 Training Options 1:30 pm (Penn Yan)	15 Interviewing Techniques 1:30pm	16 Training Options 2:30 pm	17 Metrix e-Learning 2:30 pm
20 Closed Today 	21	22 Resume 101 3pm	23	24
27 Career Club 9-11 am (Canandaigua)	28			

Geneva Career Center
70 Elizabeth Blackwell St.
Geneva, NY 14456
Phone: 315-789-1771
Fax: 315-781-2289
Email: geneva@labor.ny.gov
www.fingerlakesworks.com
www.labor.ny.gov

Please call ahead of time to
reserve a space for
workshops!

Health Care Information:

Mondays: Your Care, 9am – Noon
United, Noon – 3pm

Tuesdays: Fidelis, 9am – Noon

New York State Department of Labor is an Equal Opportunity Employer/Program Provider. Auxiliary aides and services are provided, upon request, to individuals with disabilities.

WORKSHOP DESCRIPTIONS

Online Job Applications

Learn how to complete an online application to increase your employment prospects (2hr).

Career Club at Ontario County Complex - Canandaigua

Join others who are looking for work at this weekly job club. Get job leads and find out what businesses are looking for when they hire. This is an excellent opportunity to network with others, get insights, and support in your job search. Learn about available resources. (2 hours)

Interviewing Techniques

You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know. Learn what questions you should be able to answer before going into an interview. Learn the importance of making a good first impression. Learn techniques regarding, appearance, body language, preparation, and attitude. (2 hours)

Intro to PowerPoint

Presentations can be intimidating and tough to prepare for. This class will examine the basics behind using Microsoft PowerPoint to organize and enhance your presentation by creating slides and displaying a slide show! In this course we will discuss how to format slides, change backgrounds, insert text and pictures, wrap text around pictures, work with word art and slide transitions.

Job Fair Preparation

Learn how to prepare for and gain the most out of the job fair experience. (2hrs.)

Basic Job Search

Not sure where to start? This workshop discusses basic job search strategies to help you gain a competitive edge. In addition, learn how to explore your skills and network. (2 hrs.)

Job Search Over 50

Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (2 hrs.)

Social Media

Online networking can be one of your most valuable resources when job-searching. Take advantage of this opportunity to learn more about how to get the most out of LinkedIn, Facebook, and Twitter in order to build your professional network. Learn how to get recommendations, research employers, display your expertise, and get noticed. (1 hour)

Los Fundamentos de Buscar Trabajo

Buscar un trabajo nuevo puede ser agotador. Este cursillo está diseñado particularmente para los que hayan sufrido una cesantía y/o no hayan trabajado por algún tiempo. Informará al/a la buscaempleo sobre las herramientas actuales que están disponibles para ayudar con la organización y el proceso de una búsqueda eficaz para trabajo. El cursillo pone énfasis en los elementos básicos de cómo y dónde buscar trabajo.

Navigating the Civil Service System

Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to use the websites and what to look for on civil service listings. (1 hour)

Networking

Learn to enhance your job search efforts by utilizing networking techniques (2hrs.)

Resume 101

Designed for job-seekers who either have never had a resume or whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications, and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up-to-date. (up to 1.5 hours)

Resume Peer Review

Bring a copy of your resume to be reviewed by your peers. You'll be amazed at all the positive suggestions you'll leave with!

Leaving an Impression

You're looking for work and people ask you "What do you do?" Or you're in an interview and the interviewer says "Tell me about yourself." HOW do you respond? This workshop helps you craft your own professional introduction in order to network in a variety of situations. Everyone needs to be able to efficiently communicate with confidence. Learn to discuss your unique skills and strengths to jump start your job search. (1.5 hour)

Training Options

Finger Lakes Works may have funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Investment Act. It will also provide things to think about when choosing a school or program. (1 hour)

Is Metrix E-Learning Right for Me?

If you are interested in upgrading your computer skills and would like to take online courses at your own pace, Metrix may be for you. Metrix is a self-directed online learning program you can access anywhere with high-speed internet. (1 hour)

WorkKeys

Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys tests on reading, math and locating information, which qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate.

Key Train

The program is used to prepare for taking WorkKeys. It focuses on the knowledge and abilities important for success in the workplace by measuring "soft" skills such as work habits, communication skills, workplace effectiveness, and business etiquette. The "Soft Skills Suite" helps improve skills critical for on-the-job success!

- Accessible from any device with a browser: iPads, Android tablets, Kindle Fire, smartphones, and, of course, traditional desktop and laptop computers.

Personal Skills For Success

Learn the basic skills necessary to help you stay employed in any job setting. Conducted over 2 days, participation will earn you a Workforce Certificate of Completion for 10 hours of Soft Skills Training, as chosen by regional business and industry leaders. These skills are critical to quality employees: Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams. ***2-Day Workshop***

Veterans' Workshop: MOS Codes and Resumes

Gain an understanding of the process that you (as a veteran) can use to take your MOS and find suitable civilian occupations that may or may not need further training and conform your resume and your interview to land that job. We will cover the areas of career planning, resume writing, interview tactics (including STAR stories and how to use them), your advantages as veterans, and the labor market. (1 hour)

VETERANS' WORKSHOP: APPLICATIONS ON USAJOBS.GOV: Gain an understanding of the process that you (as a veteran) can use to find suitable job openings on the Federal civil service website. Thorough coverage of how to create a profile and federal resume will be included. You'll also learn how to effectively apply for leads through USAjobs.gov (because it's not as simple as it seems), and how to check on the status of your applications. (1.5 hours)