



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS JANUARY 25, 2016
Web site: www.co.ontario.ny.us/workforce**

Quote of the week: "It doesn't matter what you **can** do, what matters is what you **will** do."

ADECCO - Call us today at 585/396-1990 or stop by our office to meet our team and talk about your next career move at 107 Eastern Blvd., Canandaigua, NY 14424 or apply on line at: www.AdeccoUSA.com

Available openings:

- Pactiv, LLC in Canandaigua
 - over 30 direct hire positions for machine operators. These are full time opportunities, starting immediately, to work directly for Pactiv.
- Immediate positions in the Finger Lakes Region
 - Direct hire Machine Operators, resume required, Canandaigua
 - Forklift Operators, recent experience required
 - Packers, all shifts, Canandaigua
 - Sorters, all shifts, Canandaigua
 - General Laborers
 - Accounts Payable Clerk, Canandaigua
 - Assembler, Phelps

Clifton Springs Travel Plaza – On the eastbound side of the New York Thruway, this travel plaza never closes. A welcome sight in the nastiest winter storms, we offer a nice facility year round, allowing for a nice break from highway driving when needed. 3296 State Route 96, Clifton Springs. Phone: 585-289-9501. To see a complete listing of available positions or to apply on line go to www.hmsHostCliftonSprings.NY.

Current available positions:

- | | |
|-------------------|--------------------------|
| - Utility | - Cook FF – Sandwich |
| - Cashier | - Assistant F&B Manager |
| - Barista | - Station Attendant |
| - Cook FF – Grill | - Retail Sales Associate |

Finger Lakes Gaming and Racetrack, is an exciting getaway destination in Farmington, New York. At Delaware North, you'll love where you work, who you work with, and how your day unfolds. Whether it's in sporting venues, casinos, airports, national parks, iconic hotels, or premier restaurants, there's no telling where your career can ultimately take you. To learn more, visit www.delawarenorth.com. All applicants may be subject to a pre-employment background and/or drug testing. Finger Lakes Gaming and Racetrack has various job opportunities available. For a complete listing of available jobs and job descriptions or to apply on line go to

www.fingerlakesgaming.com/Employment or www.delawarenorth.com. Phone: 585-924-3232, 5857 State Route 96, Farmington, NY 14425

Available openings:

- Stand Attendant
- Security Guard
- Surveillance Officer
- Cleaning Attendant
- Main Banker
- Beverage Supervisor-Front
- Count Team Supervisor
- Dishwasher
- Floor Attendant
- Housekeeper
- Bar Tender
- Supervisor-Security
- Cashier-Food
- Promotions Coordinator
- Cage Operations Supervisor

Finger Lakes Health: By selecting our health system you will be joining an organization with the Vision to be the Best Health System of our size in the U.S. We encourage and support initiative and the personal and professional growth of our people. Flexible benefit package includes medical, dental, and life insurance, tuition assistance, on-site Child Care Center (Geneva) and more. Career opportunities are available at our three main campuses in the Finger Lakes region. If you need assistance completing an online application or need access to a computer, you are invited to visit the Human Resources Department in Geneva or Penn Yan, New York. The Geneva office is located at 45 Seneca Street less than one mile from Geneva General Hospital at the intersection of Seneca and Linden Streets across from Super Casuals in downtown Geneva. The Penn Yan office is located at Soldiers & Sailors Hospital at 418 North Main Street. To view current job openings or to apply on line go to www.flhealth.org. Please contact the Human Resources Team at (315) 787-4039 if you need additional assistance.

Available openings:

- Patient Service Tech,
- Nutritional Services
- Teacher-Child Day Care
- Medical Records Assistant
- RN's
- Financial Aide Counselor
- Housekeeping Aide
- Guest Relations Representative
- Secretary, Emergency Department
- Food Service
- Hostess/Host II

Full Steam Staffing - Need a flexible, challenging job? Full Steam Staffing offers temporary, temp-to-hire and full-time jobs with top local employers. Let us help you put your skills to work AND make sure that you stay safe. Apply in person at 501 Exchange Street, Geneva. Phone 315/325-4437 or to apply on line www.fullsteamstaffinggenevany.com

Current available positions:

- Material Handler, Geneva
- Line Operator, Geneva
- Packer, Geneva
- Production, Geneva
- Facility Services Cleaner, Geneva

Guardian Industries Corp, in Geneva NY. is actively seeking qualified candidates for positions that are currently available. 50 Forge Avenue, Geneva, Tele: 315/787-7000, Fax: 315/787-7065, to apply on line or get additional information on available positions go to www.guardian.com

- Help Desk Support Specialist
- Production Associate
- Shipping and Receiving Associate

G. W. Lisk, Clifton Springs, NY. The leader in the design and manufacturing of custom solenoids, solenoid valves, LVDTs, and flame arrestors. Interested in a career at GW Lisk? We provide custom engineered solutions to thousands of customers in diverse markets

throughout the U.S. and worldwide. Our facilities have been expanding annually to keep up with our continual growth. We are always looking for highly motivated and qualified candidates to join our winning team. We are an equal opportunity employer with job categories that include assembly, machining, engineering, quality, and sales. Let us show you how our success can be your own. GW Lisk Company offers job positions with stability and potential for growth with training availability. The company offers an excellent benefit package. Fax: 315/462-7661, to apply on line or to get additional information on available positions e-mail: info@gwlisk.com.

- Final Inspection
- CNC Repair Technician
- Production Control
- Programmer CNC

Ontario ARC: Since 1954, Ontario ARC has been a resource for people with intellectual and other developmental disabilities and their families. Ontario ARC has job opportunities available in the Canandaigua area. With Ontario ARC's wide range of programs and services, there is a variety of positions and shifts available. Many of which provide the potential for a rewarding career in a compassionate, yet innovative working environment. ARC will provide training. For a complete listing of available jobs, job descriptions and to apply on line go to ontarioarc.org. To apply by mail complete an application form and submit it with a cover letter and resume to Ontario ARC, Human Resource Department, 3071 County Complex Drive, Canandaigua. For a possible immediate interview on Thursday afternoon, submit your resume via email humanresources@ontarioarc.org then call 585-394-7500.

Current positions available:

- Program Subs
- Job Coaches
- Skills Instructors
- Day Hab Assistant
- PC Technician
- Drivers
- Administrative Assistant

Remedy Intelligent Staffing - Need a job that's right for you? Remedy works with the nation's top companies and can match you with openings that are right for you. Remedy is partnering with great companies in the Canandaigua, Victor and Farmington areas. To see available openings and job descriptions and to apply on line go to www.remedyintelligentstaffingvictor.com

Accepting applications for immediate full-time openings

- Materials Clerk
- General Labor
- Production Worker
- Extrusion Operator
- Package Handler/Sorter, Canandaigua
- Clean Room Assemblers
- Machine Operator
- Boring Mill Operator 2nd shift
- Toolmaker Prototrak

THOMPSON HEALTH – Become a member of the best team in health care. Thompson Health is a network of medical resources serving Western New York. Based in Canandaigua, NY, Thompson Health serves the health care needs of thousands of area residents. Excellent employment opportunities are available. To get a complete listing of available positions, job descriptions and requirements or to apply go to thompsonhealth.com. Phone: 585/396-6020, 350 Parrish St, Canandaigua, NY 14424.

Available openings:

- Physical Therapy Asst
- Physical Therapist
- Resp Therapist
- Patient Registration Rep
- Associate Health Nurse
- Occupational Therapist
- Rehab Scheduling Rep
- Sous Chef
- Patient Care Tech
- Nurse Aide Certified

- ED Representative/Tech
- Physical Therapist Asst
- Nutrition Service Assoc
- Wait Staff
- D.I. Assistant

- LPN
- Mammogram Technologist
- Administrative Asst
- Administrative Assistant, Transportation

Department of Veterans Affairs – How would you like to become a part of a team providing compassionate care to Veterans? The Department of Veterans Affairs has various job opportunities available in the Canandaigua area. You must be a US citizen to apply, pre-employment physical required, probationary period required, background investigation may be required. The VA is committed to hiring veterans. America's veterans need you. Go to <http://www.va.gov/jobs/> to see what opportunities are available and to apply on line.

Current positions available

- Advanced Medical Support Assistant
- Laundry Worker
- Social Worker
- Administrative Support Assistant
- Executive Assistant – National Veterans Crisis Line
- Carpenter
- Human Resources
- Contact Representative
- Health Science Officer

Appliance Repair – We are a locally owned and family operated appliance sales and service company with a solid reputation for customer service. Position to repair major appliances in Canandaigua area. Requires clean license and must have good technical, mechanical and electrical skills. Refrigeration skills are a plus. 3+ years experience required. Our service department is growing, come grow with us. To apply on line: BJ or Jacqiejacgle@riestersappliances.com Apply direct: Attn: BJ or Jacqie, 25 Ontario Street, Canandaigua, NY 14424, By fax: 315/2529405 Attn: BJ or Jacqie

Assistant Program Director - This position is responsible to support the Program Director with hiring and training new employees, providing supervision of staff, and communicating weekly performance to the Director. Duties include, but are not limited to: responsible for the overall administration of a local program, including the provision of client services, personnel management and budget management, assist the Director in providing all services to clients and their families who are referred to the program. Help ensure that all required time lines and due dates are met. This includes submission of all administrative, fiscal and billing documents and data base information to The Support Center for processing and all reports and documents that are required to be submitted by referring authorities and third party payors. Benefits include Medical/Prescription, Dental, Vision, Short Term Disability, AFLAC, Paid time off, Holiday Pay, and 403(b) Retirement Savings Plan. Bachelors or Master's Degree generally preferred; at least one year previous experience in managing personnel and budgets, knowledge of database software, spreadsheet software and word processing software. Position requires reliable transportation, valid driver's license, and car insurance limits of \$100,000/\$300,000 bodily injury liability. This position requires background checks to be completed Contact information: Please submit cover letter, resume, and three professional and two personal references to: Aaron Brown at ajbrown@yapinc.org

Assistant Store Manager - Our vision at Petco is Healthier Pets. Happier People. Better World. We're making things better for pets, people and the planet through our Think Adoption First philosophy, the Petco Foundation and other important initiatives that focus on putting animals first, educating pet parents and reducing our carbon footprint. You will also handle all record keeping functions, work schedules and labor cost management. Responsible for ensuring store staff meets customer service standards, payroll targets, ensuring each associate receives the prescribed training and meets the required qualifications for their position. Responsible for the sales and operation of the Petco store in the absence of the General Manager. This position is directly responsible for ensuring hourly associates are scheduled in the appropriate department on a daily basis. Responsible for ensuring store staff

meets customer service standards, payroll targets, ensuring each associate receives the prescribed training and meets the required qualifications for their position. This position is responsible for all front end and cashier activities. Ensure sales associates have the necessary training, knowledge and customer engagement skills to achieve sales goals. Must be able to lift 50 lbs and pull 2000 lbs utilizing material handling equipment. 324 Eastern Blvd Canandaigua Phone: (585) 394-6170 Website: stores.petcojobsanandaiguany.com

Assistant Teacher - Knowledge Universe (KU) Assistant Teachers bring warmth, patience, and understanding to the classroom every day, encouraging children to learn and grow. Essential functions are supervision, health and safety, positive child guidance, teaching. Work hours may vary, you may "float" between classrooms, other duties as needed. Qualifications include high school diploma or equivalent, must meet state's education criteria, speak, read, and write English fluently, CPR and 1st Aid certifications or willing to obtain, early childhood education experience preferred, have to have or be willing to obtain Child Development Associate Credential. Assistant Teachers must be able to fully engage in physical activity. They must be able to kneel, stoop, sit on the floor, stand for a long time, and demonstrate and engage in activities like jumping, dancing, walking, and running. The ability to lift up to 40 pounds is strongly desired and may be required to work in some classrooms or in the kitchen. 615 Fishers Run, Victor, NY 14564, Tel: 585/924-0290. E-mail www.knowledgebeginnings.com

Automotive Technician: Full time hours in Geneva. Automotive Mechanic needed. Must have NYS Driver's License, NYS Inspector's License, own car, and own tools. Reference Check will be conducted. Call Dennis: 315-789-4477

Auto Tech- Entry Level Valvoline Canandaigua is an employee in training to become a Certified Technician. Technicians work alongside Senior Technicians while they learn to perform our core oil change services. Duties include servicing oil filters and air filters, grease fittings, checking and changing lights and wipers, changing oil and other fluids, rotating tires. Requirements include ability to work in varying temperature conditions, enjoy face-to-face interactions with customers, enjoy hands on work, ability to lift up to 50 lbs, have full body mobility, ability to work on your feet for extended periods of time with your hands above your head. 490 N Main St, Canandaigua, 585/394-6370

Doggie Day Care/Experienced Pet Groomer Positions – Barks and Recreation part time Doggie Day Care position. Scruffy to Fluffy experienced Pet Groomer position. Apply in person. Tel: 585/924-3426. 64 School Street, Victor

BUS OPERATORS: Part-time. Applicant must possess a high school diploma or GED; a valid NYS CDL B or C Permit with passenger endorsement, no airbrake restriction, and a clean driving record (no points, no suspensions, no convictions); applicant will be required to pass a pre-employment medical and drug test; criminal background check conducted. This position complies with NYS 19A requirements. Union environment. Hourly rate: \$14.18/hr, located in Ontario County, competitive benefits package. Apply in person at RTS, 1372 East Main Street, Rochester or 2630 County Rd 48, Canandaigua. Download an application at www.myRTS.com, FAX at 585/654-0293 or e-mail to RTS.jobs@myRTS.com, 585/654-0707

Child Advocacy Specialist I, the role of the Child Advocacy Specialist is to provide center-based crisis support to child victims of abuse and their non-offending caregivers and to provide community outreach. The Child Advocacy Specialist will work in collaboration with partner agencies to reduce trauma to children and their families. This position will also provide education and training to both professionals in the field and to community stakeholders. Child Advocacy Center of the Finger Lakes, 482 North Main Street, Suite Partnership for Ontario County, Canandaigua 14424, Contact: Jennifer Brownell

Cook: Victor Child Care Center, Inc, Full time immediate opening, Experience Necessary. 66 school Street, Victor, Phone: 585/924-5303

Copy and Print Associate – Staples, Victor NY, The Copy and Print Associate is responsible for cultivating relationships with customers, specifically small business customers and is expected to possess extensive knowledge of the product assortments available to customers. Skills/Experience: Building Relationships, focus on service, adaptability, listening. Previous customer service experience, basic computer skills, able to work a flexible schedule, experience working in retail, experience with all Microsoft Office (or similar) programs including Word, PowerPoint and Excel, skilled with desktop publishing, 7560 Commons Blvd, Victor, Tel: 585/425-8130

Culinary Recruitment Event – Wegmans Food Markets will be hosting an Interactive Culinary Recruitment Event. This event will provide you with a glimpse into the life of our Culinary and Restaurant employees by getting you involved in the action. Participants will be able to see behind the scenes into our Prepared Foods and restaurant areas while learning about careers at Wegmans. Wegmans is now hiring for full and Part time Culinary/Cook positions within our Rochester area stores including Next Door Bar & Grill, Amore Restaurant, The Pub at Wegmans. The Burger Bar, Prepared Foods, Sushi and Wokery. Interested candidates should go to www.wegmansculinaryrecruitmentevent for additional information, educational and experience qualifications and to apply. The Interactive Culinary Recruitment Event will take place on February 1, 2016, at the Mt. Read Wegmans, 3701 Mt Read Blvd. The event will run from 1p to 6p.

Customer Care Specialist/Design Consultant – Often the first and last contact a customer has at a Bassett store is the Customer Care Specialist/administrative staff. The support staff work with customers to arrange payment for merchandise, provide follow up customer service and any handle issues that come up. High school diploma or GED, 3 years experience in retail. Ability to answer multi-line phone system, organize and manage multiple priorities...Do you love interior design, have an outgoing personality, a polished image, desire to work in a competitive commissioned sales environment. We are looking for a Design Consultant. No previous design and sales experience is required, Bassett offers Interior Design certification and training, must have Associates Degree. 10 Commerce Dr, Victor, NY (585) 924-8424

Delivery Driver/Warehouse - Irr Supply Centers, Inc. - Geneva, NY

Don't like being stuck in one place all day? Like to converse with many different people? Then this deliver driver position is for you. Irr Supply is looking for an enthusiastic hard working person to deliver our products to different locations on time and to engage with customers. Must be 21 years of age, be able to lift at least 50 lbs. and have a good driving record. No CDL is required, but must pass a DOT physical. Full-time position, 1 year experience delivery driver, High school or equivalent education required. 1902 State Route 14, Geneva 14456, Phone: 315/789-4944

Direct Support Assistant (Trainee) Office for People with Developmental Disabilities.

As a new employee of the State of New York you will be joining a team of dedicated individuals who work to serve the people of our state. The starting salary for the Direct Support Assistant Trainee position is \$14.59 per hour. The traineeship/probationary period for this position ranges between 12 to 15 months depending on completion of core competencies, attendance and evaluations. Overtime is an essential part of your position and employees are expected to work extra time as needed, and will be paid one-and-a-half times the hourly rate. You should be prepared to work over 40 hours if needed, and have a backup plan for urgencies. Mandatory training is provided for a period of approximately 20 business days at the beginning of employment and may require additional days away from your worksite throughout your first year. You must attend these trainings at their offered remote location(s) and at the specified times. This position requires the employee to maintain a current New

York State Driver's License upon hire, and continually thereafter. Failure to maintain your driver's license may result in termination of employment. A \$75 fingerprint fee will be deducted from your 1st paycheck. Fingerprinting is required as part of the background check to hire. Send completed and signed application to: Office for People With Developmental facility where you would like to take the examination. See list of locations available on the examination announcement at:
<http://www.cs.ny.gov/examannouncements/announcements/oc-cr/decentralized/20-943.cfm>

Document Reprocessors specializes in restoration, imaging and reproduction of documents. Desired Skill Sets: General Computer Navigation, use of Microsoft Office Products. Daily tasks may include: Imaging and reproduction of documents, image copy check, cleaning of documents, preparation of documents for imaging, data entry & verification of information. indexing, inventory and labeling, computer repair, general light industrial warehousing Due to the sensitivity of some of the documents, confidentiality is important. All applicants must pass an FBI background check, which takes about two-three weeks plus finger imaging. Locations: 38 Powell Lane, Penn Yan and 40 Railroad Ave, Rushville. Applicants email resume to Duncan Rioch at duncan@documentreprocessors.com, 585-554-4500

Drivers – RTS Ontario, Canandaigua has full and part time openings available. Drives bus or other revenue service vehicle to transport passengers over specified routes to local points according to a time schedule. Pick up passengers in response to radio or telephone relayed requests for service or on a pre-arranged schedule. Will assist passengers with boarding and debarking the vehicle. Applicant must possess a high school diploma or GED: a valid NYS CDL C Permit with passenger endorsement, no airbrake restriction and a clean driving record (no points, no suspensions, no convictions); applicant will be required to pass a pre-employment drug test; criminal background check conducted. This position complies with NYS 19A requirements. Union environment. Apply in person at RTS Ontario, 2930 County Road 48, Canandaigua, NY, 14424 or download an application at : www.myRTS.com, Fax: 585/654-0293 or e-mail to RTS.jobs@myRTS.com, phone: 585/654-0200

Education Program Specialist, Cumming Nature Center – Rochester Museum & Science Center, 6472 Gulick Road, Naples NY. The Education Program Specialist is responsible for the coordination and implementation of education programs for the Cumming Nature Center. The primary goal of the Education Program Specialist is to ensure the highest possible quality programs that are both physically and emotionally safe for all student. The ideal candidate will be the spark that ignites a lifelong passion and love for the natural world for any age group. Must be a great communicator, interact with individuals and groups of people, operate and manage the reception desk, answer phones. Must have a positive attitude and cheerfully embrace teaching in all weather conditions. Local candidates only, 2 years environmental education, Associate Degree. To apply on line go to www.cummingsnaturecenterjobsnaples. Tele 585/374-6160

Electronics Sorting Technician - Regional Computer Recycling & Recovery - Victor, NY, a leader in the electronic recycling industry, is currently hiring for an entry level technician for our front line of sorting out equipment. This is a full time position in Victor, NY. Our company emphasizes environmentally sound processing methods for maximizing value and recovery while minimizing and/or eliminating disposal of electronics in landfills. Sorting through and organizing mixed electronics into like categories, taking a count and weight of certain materials and recording the information accurately, movement and storage of materials, shrink-wrapping, labeling and banding skids of processed materials. Lifting up to 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. Corporate Offices: 7318 Victor-Mendon RD (Route 251) Victor, NY 14564, Telephone: 585-924-3840, Fax Number: 585-924-3841

Estimator: SDC Millwork has an opening for a **take-off specialist/estimator**. This position involves detailed reviews of specs and drawing take-offs as well as general estimating. A minimum of five years' experience with casework is required. The successful candidate will have to be detail-oriented and possess strong computer skills. Compensation commensurate with experience. Please forward resume and cover letter to jim@sdcontractors.com

Food Processing Packaging Associate: Three positions available. Will package gourmet food products and perform inspection checks to ensure quality. Prior packaging machine experience preferred, but not required. Prior supervisory skills or team leader skills a plus! Full Time, Monday - Thursday, 7:00am - 5:30pm. Requirements: Need to be a team player, reliable, dependable, have the ability to perform physical aspects of the job (including working in 55 degree temperatures) and have a clean and neat appearance. High School diploma or GED, references and pre-employment drug screening. Email: Elizabeth@artisanmeats.com or in person: Artisan Meats, 2640 Brickyard Road, Canandaigua.

Front Desk – Holiday Inn Express & Suites. Apply in person only, 7502 Main Street, Fishers

Front Desk Agent - Hampton Inn & Suites Rochester/Victor, Victor, NY. The Front Office Agent is responsible for providing consistent excellent service to guests/clients before arrival, upon arrival, and during their stay, from check-in to checkout. This employee will be responsible for registration, checkout, and cashiering. **What you will be doing:** Welcome and register guests expeditiously, provide information to guests as needed, obtain identification and credit/check approval as directed by hotel policy. Verify rate and departure date. Confirm and modify information required to complete the registration process as per hotel procedures. Concierge services as requested and have thorough knowledge of hotel amenities, company, and local area & attractions. Accept payment for guest accounts including third party, advance purchase reservations. **Requirements:** Associates Degree in Hospitality or Travel & Tourism preferred. A minimum of one (1) year experience in a front office role. Must be able to speak, read, write and understand the primary language(s) used in the workplace. Must be able to stand up to 8 hours at a time. Must have a positive attitude at all times. 7637 New York State Route 96, Victor, NY 14564 Telephone (585) 924-4400 Website hamptoninn3.hilton.com

Galvanizing Plant Foreman - Elderlee, Inc is a diversified corporation specializing in the manufacturing and construction of highway safety products. Primary Responsibilities for the Plant Foreman include: Coordinates production and quality standards, ensure delivery dates of products ordered, Maintains inventory controls through purchasing and oversight of operations, oversee all plant employees, daily scheduling for production, inventory count. Education/experience and skills: Associates degree from two-year College; or 1 + year's related experience and/or training; or equivalent combination of education and experience. Previous manufacturing experience in a union environment is preferred, knowledge or ability to obtain knowledge of all EPA, DEC, DOT, OSHA, etc. regulations relating to the galvanizing process. All candidates must pass a background check, physical, and drug test during the pre-employment process. We offer an attractive total compensation package, including excellent health and retirement benefits, paid holidays and vacation. Apply by: Fax: 315-789-8104, Online: www.elderlee.com, Email: payrolldept@elderlee.com or in person at: 729 Cross Road, Oaks Corners, NY 14518

General Laborer needed at Elderlee Galvanizing Facility. Full time production entry laborer position in our growing Galvanizing facility. Starting pay is \$10.75 position available on 1st, 2nd and 3rd shift. Life, Health and Dental insurance, Union retirement package. Paid holidays and time off. MUST be able to pass a Drug test and Physical. Position requires the ability to lift up to 75lbs. Apply in person at Elderlee, Inc. 729 Cross Road, Oaks Corners, NY 14518. Or on-line at www.elderlee.com.

Handyman/Laborer: Full time position in the Geneva area. Looking for a motivated thinker and doer! Would like someone who has the basic skill set to complete work without supervision such as drywall installation, basic woodworking, finishing and plumbing. Ability to make service calls. Email: drc.333.dc@gmail.com

HHAs, PCAs, RNs & LPNs –Interim Health Care of Canandaigua is looking to fill our ever growing caseload in the Finger Lakes region. Visit our new office in Canandaigua @ 493 S. Main St. and see what separates us from the rest. Many opportunities, great pay, flexible hours, Free TBI and NHTD training. Become part of the winning team. To apply on line www.interimhealthcare.com or call today 585/412-6170

House Manager, Lochland School, Inc. Geneva. Must be willing to work a flexible schedule based on operational needs of a 24/7 day a week program. Requirements: Associates Degree with 2 years supervisory experience working with Developmental Disabilities/ OPWDD or High School Diploma/GED with 4 years supervisory experience working with Developmental Disabilities/OPWDD, Strong supervisory and communication skills, Flexible work schedule, ie: Days/ Evenings/ Nights. Responsibilities: Supervise direct care staff and Assistant House Managers, oversee resident's personal allowance funds and petty cash, ensure documentation is complete and correct, assist residents with daily living skills, ability to implement person centered services, oversight core competencies. This a 40 hour a week, full time position. If you feel you are qualified, please email us at shepler@lochlandinc.org or call us @ 315-789-5208 or drop by at 1065 Lochland Road, Geneva, N.Y. 14456

Industrial Maintenance Mechanic - Seneca Foods Corporation has an opportunity available Geneva, NY vegetable processing facility. The preferred candidate will need the following skills: Be able to set up, maintain, and repair vision sorters for maximum operating efficiencies. Basic plumbing and welding skills. Use of hand and power tools. Knowledge of hydraulics and pneumatics helpful but not required. Ability to work a rotating schedule that includes nights, weekends, and holidays. We offer a competitive wage and benefit package. If you believe that you have the necessary skills for this position, please submit your resume or apply in person at our Human Resource Office, contact name: Jocelyn Walker at 100 Gambia Road, Geneva, NY 14456 Monday-Friday 7:00AM-3:30PM. By fax to: (315) 781-0797. By e-mail to jwalker@senecafoods.com

IT Systems Administrator - BonaDent Dental Laboratories, Geneva. The Systems Administrator is required to work independently and alongside a team. Responsible for identifying hardware, network and service problems and to resolve issues in a timely manner. Associates or bachelor's degree, or equivalent combination of training and experience, previous Server Administration and Desktop Support experience required, experience with SonicWALL, HP managed switches and Exchange Server, and VM Ware required, experience with AV Conferencing Technology, experience with Voice-Over IP phone systems particularly Allworx is a plus! The Systems Administrator must report to the Seneca Falls office daily, be willing and able to work on an on-call basis, travel and work some nights and weekends. Full time position with benefits including but not limited to Health, Dental, Vision and Life Insurance, 401K with Company Match, Generous Holiday and Paid Time off Package, Onsite Gym, Café and Coffee Shop and Wellness Center

Leading Conservation Steward – The New York State Office of Parks, Recreation and Historic Preservation in the Finger Lakes Region is seeking a Leading Conservation Steward to assist agency staff in the management of targeted natural areas at Ganondagan State Historic Site. Will be sole representative of ecosystem conservation efforts on site, will maintain native plants, maintain native planting areas, organize seed propagation. Respect for Native American History on the site is of utmost importance, training of site history will be provided. Applicants must also have a valid driver's license and flexible scheduling. Applicants must be

capable of physical requirements involved in hiking and removal of invasive species during summer season. Knowledge of ornithology and entomology preferred, in-depth knowledge of plant taxonomy required. Must have NWCG certifications in wildland firefighting or be willing to participate in an auxiliary capacity on a prescribed burn. Degree Requirements; Associates Degree in Environmental Science, Natural Resources, Biology or related field with 1-2 years of related experience. Bachelor's Degree in Environmental Science, Natural Resources, Biology or related degree preferred. If interested, please send a resume, completed NYS Parks application and letter of intent to: Alexis VanWinkle, Park and Recreation Aide at Canondagan State Historic Site 1488 Victor-Bloomfield Road, Moravia, NY 14564 on line at Alexis.VanWinkle@parks.ny.gov.

Night Machine Operator/Maintenance - Sheppard Grain, Phelps, is the only company that processes soybeans in NY. We operate a soybean expelling plant 24/5. We are looking for one operator from 9pm to 5am. Any mechanical background is helpful as well as forklift operation. Operators are trained on the equipment that we use, and are expected to help keep the facility clean. Operators also help load and unload bulk grain trucks. Benefits include health insurance, paid vacation, year-end bonus, and overtime over 40 hours. Pay is based on experience, with a minimum starting wage of \$13/hour. Applicant must live within 30 minutes of Phelps, and be able to drive themselves to and from work. Fax: (315) 548-7669

Maintenance Worker - Vienna Gardens, Phelps. Maintenance Department help wanted. 25 hours per week. Basic knowledge plumbing, electric, minor repairs, painting etc. We are an independent senior living facility with 63 residents. Looking for someone who enjoys being around seniors and can do basic maintenance in the building. 1 year maintenance experience. Apply within at Vienna Gardens 144 Main Street, Phelps. No phone calls.

Manager – Sonbyrne Sales (Byrne Dairy), Phelps. As a Store Manager, it will be up to you to ensure customer loyalty by providing exceptional customer service, responding to customer's questions and resolving their problems and needs in a friendly, accurate and timely manner. Maintaining your store's gross profit and ensuring proper inventory management. Overseeing and recording delivery of merchandise, comparing records with merchandise ordered and reporting discrepancies in order to control costs. Performing human resource management duties to include supervision, development and training of employees. Assigning employees specific duties. Ensuring that payroll remains within the projected hours set by the corporate office. Monitoring and maintaining proper store cleanliness, appearance and maintenance as per company guidelines. Cash management. Maintaining stock levels, inventory and stock rotation to required level. Protecting employees and customers by providing a safe and clean store environment. 2067 State Route 96, Phelps, 315/548-8807, on line at www.byrnedairy.com

Manager Trainee: 84 Lumber in Geneva is looking for a Manager Trainee. As one of the industry's leading suppliers of building materials, we are always looking for our future leaders. Our Manager Trainee program is one of the finest in the industry. At 84 Lumber we offer an excellent and comprehensive Early Development Program and Self Study Program, which successful candidates complete within 4 to 6 months. A successful Manager Trainee candidate must have excellent communication skills and interact with and work well with others, sell lumber and building materials, conduct price quotes, process orders and returns, develop excellent product knowledge, create material estimates for customers in a timely manner. Synchronize of customer orders, quickly resolve customer complaints and problems, able to prioritize. Previous experience in retail or building industry highly preferred, must be at least 18 years of age, must take and pass drug test and consent to a background check, must take and pass other pre-employment assessments. High School diploma or general education degree (GED); Bachelor's Degree preferred; or two to four years of equivalent job related experience. Apply on line 84lumber.balancetrak.com

Order Checker - MONAG Apparel - Farmington based Apparel Company is looking for dynamic and energetic persons. Checking/verifying apparel for shipping, packing and labeling orders, performing inventory counts, other duties may be assigned as required. Must have good verbal communication, basic computer skills, regular and reliable attendance, able to lift up to 30 lbs., have drivers license and high school diploma or equivalent. 5911 Loomis Road, Farmington, NY, Tel: 585/924-1410, Email: sales@monag

Office Clerk and Reservation Manager – U-Haul Regional Marketing Offices, Victor NY is accepting applications for two positions -Office Clerk to perform a variety of general clerical/basic accounting duties to provide support to marketing company personnel. Prepare reports, correspondence, memos, etc. Maintain office files and order supplies. Answer telephones, take messages, prepare outgoing mail. Should have basic working knowledge to operate personal computer. Must have valid driver's license and maintain a good driving record. – Reservation Manager to direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation. Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirement with rental equipment supply etc. U-Haul Regional Marketing Offices, UHC of Western New York, 8045 State Rte 96, Victor, NY

Personal Care Aid/ Home Health Aide: CareGivers is a licensed home health agency. Our staff work in private homes, hospitals, nursing facilities, and other health care settings. We are always looking for positive and skilled professionals to join our team. If you have a passion for helping others and want to make a difference, please consider joining our team. All locations in Ontario County. Responsible 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. Must be caring, dependable, & must meet health requirements. Reliable transportation required. Competitive pay, flexible scheduling. Call today for an appointment or to apply 585/394-6090 or online at www.caregivershomecare.com

Pharmacy Technician – Rite Aid, Geneva. The primary purpose of the Pharmacy Technician is to assist the Pharmacist and Pharmacy Manager with serving customers and maintaining the Pharmacy department. . Duties include computer entry of prescription information, customer service, retrieve the appropriate medication from inventory, create prescription labels, complete paperwork. Requirements include minimum age of 18, able to pass drug test, preserve confidentiality, work weekends and days or evenings. 420 Hamilton St., Geneva, Phone 315/789-2333

Precision Assembly Operators: Full time career opportunities available in Victor. Responsibilities include assembling, wiring, soldering, final testing and adjusting of precision electro-mechanical systems. In most cases, they will use instructions and pre-established guidelines to perform the functions of the job. The precision Assembly Operator will be required to meet specific schedules for production on a daily and weekly basis at defined quality levels. High school education or equivalent. 3 to 4 years of experience in the field or in a related area including: soldering electronic components onto printed circuit boards. Use of hand tools such as calipers, tweezers, and arbor presses. Experience working with very small components a plus. Electronic tools and measuring devices. Assembly techniques. Familiarity with computers and entering data for product testing. Send resume to resumes@newscaletech.com.

Program Technician: Ontario County Farm Service Agency (FSA) located at 3037 County Road 10 in Canandaigua, has a full-time, **temporary** program technician position available, with \$12-13 per hour pay scale. This position will assist in carrying out general office activities and functions pertaining to administering FSA programs for local producers. Computer skills are needed and a background check is required. This position will work with producers and office

staff in one or more counties. An agricultural background is helpful but not required. For more information or to request an application (FSA-675), please call the Ontario County FSA office at (585)394-0525 ext. 2.

Real Estate Agent, RealtyUSA - Canandaigua, NY. Restaurant Works make some of the best Real Estate Agents come from the restaurant industry. Full or part time Positions. No experience necessary. Full training with top professionals. High income potential, flexible scheduling. Call to discuss options –Diane Michlinski 716-864-7001 RealtyUSA.com

Front Desk **Receptionist**: Ontario Center for Rehabilitation and Healthcare is seeking an experienced Front Desk Receptionist. We are a long-term care facility which provides the highest possible quality of care and quality of life for all Health Facility residents. Evenings and weekends required. Duties include: Greeting visitors, answering telephones, maintaining and managing calendars for conference rooms, receiving, sorting and forwarding incoming mail, assists in the ordering, receiving, stocking and distribution of office supplies, assists with other related clerical duties such as photocopying, faxing, filing and collating. Requirements: prior front desk, administrative, and office experience, High school diploma, excellent communication skills, solid computer skills, positive attitude. Application Instructions: To be considered for this position you must apply online and include the following: Completed online application, resume, cover letter, letters of recommendation from 3 professional references (must include contact information). CentersHealthCare.com/careers

Residential Assistants: full time positions available. 40 hours per week, overnights, located in Gorham. High School Diploma. Valid NYS driver's license/dependable transportation. Experience with special needs population. Must obtain and maintain Medication Certification. Provides oversight to ensure safety and supervision of residents. May be required to stay on-shift after hours should there be an emergency, weather hazard, or other unforeseen occurrence. Provides assistance, training and supervision with various activities of daily living, helping each individual to improve their ability to live more independently, while addressing specific individualized outcomes as outlined on service plan. Implements health-related and medication regimens for all consumers in accordance with policies and procedures. Assists residents with planning and accessing recreational and social activities. Provides input regarding assessment and capabilities for team meetings/progress updates, etc. Send cover letter and resume to: lel@happinesshouse.org

Restaurant Food Service: Taco Bell in Victor is hiring! Food service/food preparation and customer service/cashiers. All shifts available, especially early morning, starting at 6am. 20-25 hours per week is average. No experience is required. Apply online at tacobell.com, search under Victor, NY. Applications are also available at the restaurant. Walk-ins can be interviewed during non-meal time.

Restaurant Managers needed at Applebee's. It's a great time to join the Canandaigua neighborhood. Please send resume to: mciravolo@ticannon.com

Restaurant Staff: Hiring Line Cooks and Dishwashers. If you want to have fun, get great work experience and meet wonderful people, The Distillery is the place you want to work. If you want to learn, advance your career, work hard, have fun and make money... Join our team! We are currently interviewing Kitchen staff (Dishwashers/prep workers/line cooks) for our Victor location. The Distillery is an award winning high energy bar and restaurant that offers fantastic ambiance and service for any occasion whether it's business, pleasure or a celebration. We continuously strive to create a great ambiance with timeless quality, hospitality standards that are second to none and great food prepared with today's freshest ingredients. We believe in attention to detail and are constantly re-investing to ensure our

premises are maintained to a high standard, which is the foundation of our commitment to excellence. Please apply at http://www.thedistillery.com/distillery_careers.asp

Retail: Dollar General, Honeoye. The Sales Associate position is a part-time position and will act as the point of contact for customers. Perform duties as necessary to maximize profitability, customer satisfaction and teamwork while protecting company assets. Duties can include unloading trucks, receive, open and unpack store merchandise, build displays, stock merchandise, assist customers, greet customers, run cash registers. High school diploma or equivalent preferred, knowledge of basic cash handling procedures, basic mathematical skills, ability to use IBM cash register. 8557 Main St, Honeoye 585/229-4820

Retail: Don's Own Flower Shop, 40 Seneca Street, Geneva is looking for sales people with computer and customer service skills.

Retail: Home Depot in Victor is hiring for various positions in Lumber, Garden, Project Services, Pro Sales, Tool Rental Cashiers and Delivers full and part-time. To apply: <http://careers.homedepot.com>

Retail: K-Mart, Victor is hiring cashiers/customer service all shifts. 10 Cobblestone Court Dr, Victor 585/223-8310

Retail: Lowes, Canandaigua, is accepting applications for a variety of positions; receiver/stocker, customer service associate I/loader, load puller, sales coordinator in-home, CSA Front End, customer service associate I, Non-CDL driver. 4200 Recreation Dr, Canandaigua, 585/919-3300

Retail: Lowes, Geneva, is hiring in the flooring, millwork, cabinet, and customer service areas. 3030 Sessler Dr, Geneva, 315/781-9000

Retail: Walmart in Victor is now hiring for the following positions: Cashiers (all shifts), Cap 1 (5a-2p) Cap 2 (5p-2a), Produce (all shifts). For CAP1 & CAP2 positions select the following: Stocking, un-loader & price change or Grocery stocker, unloader & overnight stocker Apply today online @ www.walmart.com/apply or in-store @ hiring kiosk

Retail: Wegmans is accepting online applications. Canandaigua: **Bakery** (Must be able to work 4 shifts per week; looking to hire candidates who can work between the hours of 3pm and 9pm. Must be available to work Sundays). **Produce/Veggie** (Must be able work at least 4 shifts per week for a minimum of 3.5 hours per shift. May be asked to start work as early as 9am or to work as late as 6pm). Geneva: **Produce** (part time weekdays and weekends 3pm to 9pm) .Apply online at wegmans.com

RN's - Companion Care of Rochester (CCOR) is a Licensed Health Care Services Agency providing in-home services to individuals with disabilities, recovering from surgery, needing caregiver support and more. It is our mission to enrich lives, providing peace of mind through trusted, family care. We are currently hiring RN HCSS in Canandaigua and Care Manager/Service in Geneva. All applicants must be 18 years or older, have a valid NYS Driver's License and a reliable vehicle and pass a NYSDOH background check. Apply with CCOR today! Geneva Office: 187 North Main Street, Geneva, NY 14456 CCORhome.com/employment, apply@ccorhome.com, 844-546-1600

Salon Associate - Maintain the highest level of service delivery to our customers by selling Zoom Tan Products and services and offering exceptional customer service. Greet clients in a friendly manner both in person and over the telephone. Effectively communicate the positive effects of indoor tanning. Complete all required duties and checklists during your shift. High School Diploma or equivalent Ability to work with simple mathematical concepts. To perform this job successfully, an individual should have strong skills in: Spreadsheet and Word

Processing programs, internet browser(s) and Email. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. We offer a full health benefit package (health, dental, and vision) to all associates that work a minimum of 25 hours each week. 49 W Main St, Victor, NY 14564, (877) 966-6826

School Based Prevention Educator - The Council on Alcoholism and Addictions of The Finger Lakes - Honeoye, NY. The School-Based Educator will be employed by The Council on Alcoholism and Addictions of the Finger Lakes. We are a NYS OASAS certified substance abuse prevention agency, based in Geneva N.Y. The Council covers five counties in the Finger Lakes Region, and has a special school-based program in Ontario County. The position currently available is part-time at Honeoye Central School District, and part-time at Bloomfield Central School District. It is a full-time position, 40 hours per week. Monday-Friday, September-June. 10 month position, with salary distributed over 12 months. Occasional evening and weekend hours. Background check required. Position Description: Delivers substance abuse prevention programs to classes and groups, coordinates substance abuse prevention events with school personnel and students, Acts as an available resource and/or consultant to school personnel, and at-risk students. Education: Minimum Bachelors degree in; Health Education, Education, Chemical Dependency Counseling, or other related fields. Experience: two years in; teaching, working with youth, counseling or human services, preferred background in substance abuse and/or prevention. CASAC, CPP a plus. Please respond with a formal letter of interest and resume. Our website is currently under construction. Please apply through e-mail. Serious inquiries only. Address to: Billie Lohr, Program Director, 620 W. Washington St. Geneva, N.Y. 14456

Secretary: Full time opportunity. Duties include answering telephones, greeting customers, filing, generating invoices using QuickBooks & running errands. Must be dependable. Needs to be a conscientious team player with good organizational and work processing skills, attention to detail and professional telephone manner. Apply in person or send resume to: Ewing Lettering & Graphics, 6101 Loomis Road, Farmington, NY 14425. Email: accounting@ewinggraphics.com

Store Manager - Pit Stop Convenience Stores - Geneva, NY. Lead the pack and build a #1 team. Work alongside our PHENOMENAL management team. Are you passionate about service? Do you thrive in a fast paced atmosphere and meet challenges head-on? Are you a leader who inspires your team members to excel? As a member of our Management Team you will be responsible for building, supervising, and working with team members to achieve our goals for customer satisfaction, sales, and profitability. Management experience preferred, but not required. Performance bonuses, paid vacation, health benefits, 401K. Submit Resume: Pit Stop Convenience Store, Att: Mary Ellen, P.O. Box 1226, Weedsport, NY 13166

Technican I – Lantek Communications in Victor is looking for Low Voltage Technicians. Job requirements include: Teamwork ability, excellent customer service skills, understanding and installation of Cat5, Cat6 and fiber optics. Cabling testing and documentation (all media types), Build-out of MDF and IDF, installation, maintenance, and troubleshooting of low voltage cable systems, work with CAT 5e & 6 twisted pair, optical fiber, coax, etc. including perform all cable pulling, suspension, fireproofing, terminating, and testing in accordance with the National Electrical Code (NEC) and other local regulations. Proper use of all tools and equipment necessary to perform assigned tasks-including Drills, Cable Cutters, Saws, Hammer Drills, Knock-out punches etc. Must be able to stoop, kneel or crouch for long periods of time. Must be able to lift 50 pounds and carry 25 pounds consistently. High school diploma or equivalent, 1 to 2 years of installation experience a plus but not necessary. Valid NYS Driver License is required along with background check and drug test. Go to www.lantekcommunications.com

Truck Driver, **J.B. Hunt Transport in Geneva.** \$2,500 Transition Assistance Pay - Limited Time Only! If you're ready to drive with a company that is comprised of great truck driving careers and appreciates your hard work, then call J.B. Hunt at 1-877-791-9458. This regional dedicated position offers the following to class A drivers. Drivers are home weekly benefit options and a company-matched 401k plan, 3 months of experience needed. Drivers on this account will make dedicated deliveries for a single customer. J.B. Hunt has a comprehensive benefit package that provides options for an individual or a family, including: medical, dental, prescription, life insurance plans, 401k plan with company-matched funds and more. Take the first step to advancing your driving career with J.B. Hunt and receive guidance from one of our career placement specialists by calling 1-877-791-9458 or pre-qualifying online. IND-123

Line Haul **Truck Driver** CDL Class A, Rist Transport, Geneva NY, is looking for a line haul driver for our Geneva NY Terminal. Monday thru Friday. Driver friendly freight, hauling from terminal to terminal. \$2,500 sign on bonus. Must be willing to obtain Hazmat Endorsement. Paid vacations, paid holidays, medical and Rx coverage, dental coverage, vision care, 401K retirement plans, profit sharing, company supplied uniforms. Phone: 315/789-8871, Fax: 315/789-0424

CDL A NE Regional **Truck Drivers** - Phelps NY, RIST Transport Ltd. - HOME EVERY WEEKEND with Family and Friends! 3 months experience with CDL A required. Over 1+ years experience--- start at .405 per mile and be at .445 per mile in 90 days!! New sign on bonus. Assigned late model truck. Paid Vacations, Paid Holidays, Medical and Rx Coverage, Dental Coverage, Vision Care, 401K Retirement Plans, Profit Sharing, company supplied uniforms. Modern, Well Maintained Equipment, Driver Friendly Freight, Competitive Pay Packages based on Experience. Phone: 315/789-8871, Fax: 315/789-0424

Victor Good Will Store –is looking for a part time, friendly, customer-focused team member to operate the cash register, greet donors and help them unload their donations, to stock the store and keep it clean, and to evaluate and assign prices to the donated goods according to pre-established guidelines. Applicants must be flexible to work various part-time shifts . High School diploma or GED preferred. A minimum of six months stable retail experience preferred. Bilingual Spanish skills are a plus. To apply go on line to <http://www.goodwillfingerlakes.com> or <http://shopgoodwill.com>. 2 Commerce Drive, Victor, Phone: 585/742-2673

Warehouse Workers: Tomra NY Recycling, a Used Beverage Container Recycling Company, is looking for a Warehouse Plant Worker. This position is responsible for unloading trailers, counting of returned beverage containers from local grocery stores and redemption centers in Rochester, NY. Fork truck experience is a plus. Must be able to lift 50 lbs. and work in a team as well as on your own as needed. To be considered for the position you may stop by the plant to fill out an application between the hours of 8am and 3pm, Monday through Friday. The address is: 5923 Loomis Rd. Farmington, NY

WIC Nutritionist: SPCC is seeking a full time Nutritionist in the Finger Lakes WIC Program. The program is based in Canandaigua, NY, and Newark, NY and serves Ontario, Wayne, Yates, Seneca and Eastern Monroe Counties. WIC Nutritionist performs health and nutrition assessments of WIC applicants. Identifies and documents risk factors according to program requirements. Provides nutrition and health counseling based on participant needs. Makes appropriate referrals to health and human service agencies. Qualifications: Registered Dietitian or Master's degree in Nutrition preferred. At least a Bachelor's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics or Public Health Nutrition required. Strong assessment skills in health and general nutrition. Good communication skills and ability to relate well to persons of various ethnic and socio-economic groups. Salary range \$18.50 - \$21.50 per hour. Resumes by February 15, 2016 to: Christine Devaney, SPCC WIC Program, 79 S Main Street, Canandaigua, NY 14424.

WIC Program Assistant – Bilingual: SPCC is seeking a full time Program Assistant in the WIC Program. The program is based in Canandaigua and Newark and serves Ontario, Wayne, Yates, Seneca and Eastern Monroe Counties. Duties: Screens WIC applicants for financial, categorical, and residential eligibility. Inputs financial, categorical and residential data into statewide computer system. Assists WIC Nutritionists in certification and nutrition education contacts. Travel throughout five county area required. High school graduate with good organization, communication, and customer service skills required. Fluent in English and Spanish. Computer/keyboarding skills preferred. Ability to maintain a high degree of confidentiality necessary. Must be able to relate well to persons of various socio-economic groups. Pre-employment PPD testing for tuberculosis required. Must complete Confidentiality Agreement and be cleared through State Central Register. Salary range: \$15-\$16 per hour. Resumes by February 15th, 2016 to: Christine Devaney, SPCC WIC Program, 79 S Main St. Canandaigua NY. Fax 585-394-9285.

Woodworker –Sycamore Hill Designs, Inc, Victor. We are an exceptionally high quality woodworking shop looking for an entry level woodworker to help grow our production capability. Training will be provided to prepare you to assist in the manufacturing process for an established product line. You must be punctual, focused, and able to meet expectations with minimal supervision. Requirements include: component inspection and preparation, hand and machine sanding, quality focus and detail orientation, shop safety, familiarity with firearms and firearm safety. Experience with woodcarving, gun stock crafting or firearm repair will be a plus. A criminal background check will be required of all potential candidates 7585 Modock Road, Victor, Tele 585/820-7322 or on line at www.sycamorehilldesignsjobs.com

**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

INDIVIDUAL TRAINING ACCOUNT (ITA)

Financial assistance may be available for short term approved trainings that lead to in demand occupations.

Eligibility and suitability is determined on an individual basis.

Contact LeeAnn Haust

(315) 789-1771 ext. 117 or LeeAnn.Haust@dfa@state.ny.us for more information.

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>
Code Enforcement Officer (County)	1/27/16	3/5/15
Code Enforcement Officer	1/27/16	3/5/15
Building Inspector (City of Geneva)	1/27/16	3/5/16
Building Inspector	1/27/16	3/5/16
Accountant I	1/27/16	3/5/16
Fiscal Manager	1/27/16	3/5/16
Senior Fiscal Manager	1/27/15	3/5/16
Secretary I	1/27/16	3/5/16
Police Chief	1/27/16	3/5/16
School Lunch Director	2/10/16	3/19/16

ANNOUNCED VACANCIES:

Veterans' Service Officer
Client Transportation Driver (On-Call Substitute)
Case Supervisor, Grade A
Director of Finance

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

Training & Experience – Rated Periodically:

CONTINUOUS EXAMS:

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

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.



PCA Certification Training

Would you like to make a difference in someone's life? Have you always wanted to make your own hours?

All About You Home Care, Inc. is a Licensed Home Care Service Agency and we are looking for applicants interested in becoming Certified Personal Care Attendants in Ontario, Seneca, Wayne or Yates Counties. No experience necessary, just an interest in the helping professions. Flexible hours and the opportunity to make a difference in your community!

For additional information, please visit

www.cdrnys.org

Or

Call (585)697-1600



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, tuition assistance for those meeting eligibility)

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 February 29th, 2016!

Mandatory Orientation Information:

***January 5th, 2016 at 9:00 am sharp
(Call to reserve a spot at the session!!!)***

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: February 29th, 2016 through May 20th, 2016, 8am to 2pm (hours may vary)



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!***

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

585-785-1660

***Don't delay our next class starts February 29, 2016
at Finger Lakes Community College Geneva Campus
63 Pulteney Street, Geneva NY***

Finger Lakes Works-Ontario County
 3010 County Complex Drive, Canandaigua, NY 14424
 January 2016

Monday	Tuesday	Wednesday	Thursday	Friday
4 Career Club 9-11 am	5	6 ACCES Orientation 1:30 pm	7 12-2 Ontario ARC Open interviews	8
11 Career Club 9-11 am	12	13	14 12-2 Ontario ARC Open interviews	15
18 CLOSED... MARTIN LUTHER KING DAY	19 Job Fair 4 pm-6 pm @Ontario ARC 3071 County Complex Drive	20 ACCES Orientation 1:30 pm	21 12-2 Ontario ARC Open interviews	22
25 Career Club 9-11 am	26	27 Work Keys 9/12 pm	28 12-2 Ontario ARC Open interviews	29

Access-VR Orientation: Assist individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. If interested in learning more, please attend an informal orientation session at the County Complex.

ARC open interviews:

Call first 585/394-7500 to arrange time and location.

Career Club: Join us every Monday at 9:00am at the County Complex for informal networking and support as you search for your new job opportunity.

Work Keys Description: Employers want workers who can read, apply math, locate information, and demonstrate “soft” skills. Work Keys tests on reading, math and locating information, which qualifies you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate. To reserve a spot, call 315/539-1905.

January 2016 Calendar of Events

Finger Lakes Works - New York State Department of Labor

MON	TUES	WED	THURS	FRI
				1 Closed for New Year's Day 
4 Career Club 9-11 am (Canandaigua)	5 <u>Health Care Info</u> -Fidelis 9 am-12 pm Training Options 2:30 pm	6	7	8
11 7 Career Club 9-11 am (Canandaigua) Training Options 9:30 am (Penn Yan)	12 <u>Health Care Info</u> -Fidelis 9 am-12pm	13 WorkKeys at FL WIB 9am – 1pm Interviewing Techniques 1:30 pm	14 Metrix e-Learning 2 pm	15
18 Closed for Martin Luther King Day 	19 <u>Health Care Info</u> -Fidelis 9 am-12pm	20 Training Options 2:30 pm	21 Resume 101 3:30 pm	22 Job Search Over 50 2 pm
25 Career Club 9-11 am (Canandaigua)	26 <u>Health Care Info</u> -Fidelis 9 am-12pm	27 Veteran MOS Codes & Resumes 10 am	28	29

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!

Log in to your free
jobzone.ny.gov
account with your
NYS Gov ID and search
for job leads!

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)