

Visit our website weekly for updated job leads! Updates available by noon on Mondays. [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

## Yates County Job Leads September 28, 2020

### AUTOMOTIVE/DRIVERS

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

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

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

Indeed 9/24/20

#### Driver (Himrod, NY)

- Plum Point Lodge in Himrod, NY is looking for one driver to join our 27 person strong team. Our ideal candidate is self-driven, punctual, and hard-working. Responsibilities: Drive safely in various weather conditions. Navigate a variety of routes throughout the city while adhering to a time schedule. Load and unload goods to be delivered. Complete and maintain driver logs and reports. Qualifications: Safe driving record. Valid CDL Class Driver's License. Exceptional customer service skills. Ability to work well under little to no supervision. Knowledgeable on the Finger Lakes and Seneca Lake Wine Trail. Available shifts and compensation: We have available shifts all days of the week. Compensation depends on your experience. To apply please visit our Facebook page.

Facebook 9/16/20

#### CDL Driver (Dundee, NY)

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

Workforce Development 9/11/20

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

- Finger Lakes Health has an opening for Ambulance Driver. Education - Minimum: High school diploma or high school equivalency. Preferred- License/Certifications: Current New York State driver's license, CPR, BLS required through the RQI system during clinical orientation. Experience - Minimum: 1 year of experience in the Emergency Services Field. Actively participating in a public safety department. Excellent written and verbal communications skills. Current New York state Driver's License with no more than one moving violation on the driving record. Emergency driving training, Hazardous Materials training preferred. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=0b3a281351c51e5f>

Indeed 9/2/20

## **CUSTOMER SERVICE/SALES**

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

- Dandy Mini Marts has an opening for Clerk/Cashier. Responsible for handling the cash register and other tasks and duties as assigned. Has knowledge of laws and policies for tobacco, alcohol, and sales. Possesses great interpersonal skills, offers exceptional customer service and is a team player. Education and Training Required: Must have a high school diploma or a GED. Experience Requirements: Previous retail experience a plus, but not necessary. Must have strong communication skills and able to work in a high-volume environment. Special Requirements: May be required to work holidays, weekends, overtime, or during hours other than those, which are considered as the normal work schedule. Must maintain professional appearance and conduct in representing the department and the Company to management, employees, and the public. Physical Demands: Standing for extended periods of time. Requires frequent bending and reaching. Requires lifting 10-20 pounds of weight frequently and up to 50 pounds of weight on occasion. Requires walking around the complex on a daily basis. For a complete list of duties and responsibilities and to apply go to:

<https://nlx.jobsyn.org/3e61508587224c41a9b7fc0489557cb1161>

OSOS 9/24/20

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

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

<https://nlx.jobsyn.org/1f2182536311462893f496ba9a509925161>

OSOS 9/24/20

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

- We're ALDI, one of America's favorite grocers. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment. Position Type: Full-Time. Average Hours: 32-40 hours/week. Starting Wage: \$14.30/hour plus a pay increase after the first year of employment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Assists management in achieving store appearance and maintenance standards. Identifies and rectifies hazards and/or equipment in need of maintenance to provide a safe environment. Assists management in achieving payroll and total loss goals. Assists customers with problems or concerns, and contacts management as appropriate regarding customers with problems or concerns. Job Qualifications: Knowledge/ Skills/Abilities - Provides prompt and courteous customer service. Ability to operate a cash register efficiently and accurately. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal and written communication skills. Gives attention to detail and follows instructions. For a complete job listing and to apply go to:

<https://nlx.jobsyn.org/1c2fab81b81f494b918f315611efdb33161>

OSOS 9/21/20

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

- Eastview Veterinary Clinic is looking for new EVC team members! Currently, we have openings for Veterinary Technicians and Veterinary Assistants. Veterinary Technicians must be NYS licensed or qualified to take the exam. Veterinary Assistants

must be high school graduates and enjoy working with a team of others to assist in the care of animals and the equipment used to accomplish that. Both positions require flexible schedules, on call hours, and the ability to communicate and work well with others.

- We are also in need of CSR (Client Service Representative) staff. Applicants must be high school graduates, have excellent computer and communication skills and be able to multitask. The ability to stay calm when emotional situations occur is also absolutely necessary. A reassuring and sincere smile is essential! Prior experience is helpful but not required. A cover letter introducing yourself along with a resume' is needed to get the process going! Email your information to: [eastview@eastviewveterinaryclinic.com](mailto:eastview@eastviewveterinaryclinic.com). Please do not call our office as the phone lines are extremely busy during the pandemic restrictions these days. This is the first task to note your ability to follow directions! We look forward to meeting our new EVC team members. Facebook 9/17/20

#### **Gas Dock Attendant/Dock Hand (Penn Yan, NY)**

- Morgan Marine has a Seasonal position available through the fall. Duties will include pumping gas, cashing out customers, assisting with rental kayaks, grounds maintenance. Schedule would be Tuesday thru Saturday 8-4, Sunday 9/13 & 9/20 10am-4pm. Closed Sundays after that. Facebook application is ok to start but we will need our app filled out. You can stop in or fill it out online at: <https://www.morganmarine.net/apply-online-and-join-our-team...> Facebook 9/11/20

## **EDUCATION/SCHOOLS**

#### **Clerk – Clerical Support (Dundee, NY)**

- Dundee Cental School District has an opening for a full time Clerk-Clerical Support to School Administrator. Good working knowledge of performance of clerical tasks and interpersonal skills; able to use a computer, detail oriented and organized; able to follow directions and work effectively in a busy office environment. Pay: From \$13.00 per hour. Benefits: Dental insurance; Flexible spending account; Health insurance; Paid time off; Retirement plan; Vision insurance. Schedule: 8 hour shift, Monday to Friday. <http://dundeecs.org/> To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=6e4b788331652ce7> Indeed 9/23/20

#### **Resident Director (Keuka Park, NY)**

- The Resident Director plays an integral role in shaping the experience of residential students and will assist in developing a premier residential experience that supports the mission of Keuka College. The Resident Director is a key member of Student Life with responsibilities related to student development, critical campus emergency response, and engaging and assisting students with concerns and issues. The Resident Director is a full-time, 12-month, live-in position (mandatory) that will require evening, weekend, and on-call hours with remuneration including salary, housing, and partial meal allowance. For a complete list of Responsibilities and Requirements and to apply go to: <https://nlx.jobsyn.org/ff537e175af44cdc887ff1a924468c0f161> OSOS 9/18/20

#### **Classroom/Daycare Aide (Penn Yan, NY)**

- Mozaic is hiring for a Classroom and Daycare Aide for Keuka Lake School in Yates County. This position assists in providing direct and indirect special education/general education and carry over therapy services to preschool children with and without disabilities. Required Experience: One (1) year working with children with developmental disabilities preferred. Required Education: High School Diploma or GED. Other Requirements: Ability to lift and move 50lbs. Benefits Include: Medical, Dental and Vision; 5 weeks paid time off in your first year of employment; 403-B plan. Hours: Mon-Fri 8am-3pm. To apply go to <https://nlx.jobsyn.org/49ec3c57fa434bd6983261e6978323c4161> OSOS 9/10/20

#### **Various Positions (Gorham, NY)**

- Marcus Whitman Central School Distict has the following openings: Teacher Aides, Bus Drivers and Temporary Cleaners. Job Qualifications: Must meet Yates County Civil Service requirements. These are noncompetitive positions. There is no exam for these positions. Applicants must be a legal resident of Yates County or one of the contiguous counties (Ontario, Schuyler, Seneca or Steuben) at least one month prior to application. Application Procedure: Must complete Yates County Civil Service Application. Click on the link below to access the application. Proof of Education Required: Effective 9/25/2017, Proof of Education is required at the time of application. Each Exam or Position lists the Minimum Requirements necessary for your application to be approved. If the Minimum Requirements include the following, you must include the proof listed. If the Minimum Requirements for the Exam or Position require: High School Education or GED – Please provide a Diploma, Transcript or Certificate at the time of application. Associates, Bachelor's or Master's Degree or minimum Credit Hours – Please provide College Transcript at the time of application. Provide this with each application. Our office will not copy pages of proof for you from prior applications or provide copies for you to attach to multiple applications; it is your

responsibility to provide proof with each application. Your application will not be accepted for review without the included proof of education. Please keep Final Submission Dates in mind when applying, to give yourself time to accumulate necessary proof of education, so you don't miss the final submission date. Mail or drop off application to: Yates County Personnel, 417 Liberty St., Suite 1007, Penn Yan, NY 14527. [Yates-Civil-Service-Application-2019.pdf](#)

Workforce Development 9/10/20

## **HEALTHCARE/HUMAN SERVICES**

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

- Mozaic is currently hiring for a Direct Support Professional IV. This position is extremely important to the agency as they work with individuals with developmental disabilities and provide direct support on their life skills. This position will also hire, supervise, evaluate and provide ongoing training to designated staff and volunteers. Required Experience: Five (5) years' experience working with individuals with developmental disabilities. Required Education: High School Diploma or GED preferred. Other Requirements: Valid and Clean NYS Driver's License. Benefits Include: Medical, Dental and Vision; 4 weeks paid time off in your first year of employment-; Paid Holidays; 403-B plan. -Many other competitive benefits. Hours: Monday – Friday. To apply go to: <https://nlx.jobsyn.org/1eb0b8b0314b7287206c5712ee3758161> OSOS 9/24/20

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

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

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

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

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

- Mozaic is currently hiring for multiple Direct Support Professionals with Overnight Hours. These positions are extremely important to the agency as they work with individuals with developmental disabilities and provide direct support on their life skills and help them become as independent in life as possible in the houses and out in the community. \$1000 Sign on Bonus for Overnight Positions. (DSP) Required Experience: Experience with Developmental Disabilities preferred but not needed. Required Education: High School Diploma or GED preferred. Other Requirements: Valid and Acceptable NYS Driver's License preferred but not needed. Benefits Include: Medical, Dental and Vision; 4 weeks paid time off in your first year of employment; 403-B plan. Hours: Various overnight hours available. To apply go to: <https://nlx.jobsyn.org/5feca579a11a4e59b98f4e1cdab7bb90161> OSOS 9/17/20

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

- FLACRA has an opening for Senior Outpatient Counselor. Responsible for the development of a comprehensive evaluation, phone screens, development and implementation of individual client service plans, ensuring that plans are initiated; provide follow-up and modification as necessary. Assure that record keeping is in compliance with agency and OASAS regulations and policy & procedures. Must be available day, evenings and weekend hours. Finger Lakes Area Counseling and Recovery Agency (FLACRA) is a growing, not-for-profit behavioral health and substance abuse treatment provider with decades of experience and multiple innovative program located throughout the Finger Lakes Region. Our services include outpatient, residential, crisis center, vocational, housing and youth services. We pride ourselves on being committed to the

professional development of all our staff and if that is important to you, we invite you to choose FLACRA! Valid NYS Drivers' License. Excellent benefits package for Full and Part Time. Job Requirements: Bachelor's Degree in Human Services Field, addictions experience and CASAC or QHP required for position. English/Spanish a plus. To apply, mail resumes to 28 East Main Street, Clifton Springs, NY 14432 Attn: HR. Or go to <https://nlx.jobsyn.org/f38d554691c1461aacec2a6a413b3298161>

OSOS 9/10/20

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

- Lochland Accepts Applications ongoing for the Position of Direct Support Professional. Position Mission: Works directly with adults who have intellectual and developmental disabilities in their home to ensure their safety and well-being, to promote their independence, have fun through integration in the community with outings to dinner, movies, bowling and lots more! Skills and Abilities: Candidates must possess a positive attitude and lots of energy to have fun! A High School Diploma or GED and a valid New York State Driver's License, plus reliable transportation, and the ability to obtain agency certifications, and flexibility in schedule are required. A background check is required prior to hire. Candidates must have good verbal and written communication skills, basic computer knowledge, but most importantly, a positive attitude. New Employee Hiring Rate: \$12.51 Part Time & Full Time. Benefits Available: Up to 176 hours paid time earned the first year with increases over time, 5% matching 401K, health insurance assistance, dental insurance, disability insurance, life insurance, cancer insurance. Submit Resume to: Lochland, Inc., Ms. Julie Chiccino, 1065 Lochland Road, Geneva, NY 14456 OR E-mail: Julie Chiccino [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org). Workforce Development 9/10/20

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

- Catholic Charities Community Services is currently recruiting for Direct Support Professional (DSP) positions in the Penn Yan, NY area in our Residential houses. The DSP will support and help in the instruction and other necessary activities needed to promote and maintain the independence and self-determination for individuals with intellectual/developmental and mental disabilities. This is a great position for someone that is looking to start their career or continue their career in human services. Someone with at least 6 months of experience with individuals with developmental and other disabilities is preferred, but someone that has past experience would work as well. QUALIFICATIONS: High School Diploma or equivalent. One year practical experience working with individuals with developmental disabilities preferred. Valid NYS Driver's License as you may need to help transport individuals to programs, appointments or other activities. For a complete list of duties and to apply go to: <https://www.cccsrochester.org/> Workforce Development 9/10/20

#### **Various Positions**

- **UR Medicine Thompson Health** has several employment opportunities. For more information on these positions, please go to: <https://recruiting.ultipro.com/FFT1000THM/JobBoard/a6bf8070-d222-4b6c-bd1f-3> Workforce Development 9/10/20

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

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

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

##### **Substitute Opportunities**

- Substitute Drivers

##### **Temporary Opportunities**

- Heating Specialist
- Temporary HEAP Processor

##### **Full Time Opportunities**

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

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

Workforce Development 9/25/20

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

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

For a more detailed description and to apply for any of the jobs listed above, please visit:

[https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp\\_job\\_categories.cfm](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm)

Workforce Development 9/25/20

## **HOSPITALITY/RESTAURANT**

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

- Hampton Inn has the following positions available: \* Executive Chef \* Breakfast Attendant \* Bartender/Server \* Hotel Sales Manager \* Guest Service Agent/Front Desk \* House Attendant. For more information and to apply go to: <https://www.indeed.com/jobs?q=Hampton+Inn&l=Penn+Yan%2C+NY> Indeed 9/25/20

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

- Microtel Inn & Suites has the following positions available: \* Assistant Executive Housekeeper \* General Manager \* Housekeeping \* Front Desk Agent \* Guest Services Manager \* Houseperson. For more information and to apply please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?l=Penn+Yan%2C+NY>. Indeed 9/25/20

### **Restaurant Workers (Penn Yan, NY)**

- McDonald's of Penn Yan is now hiring all shifts. Starting at \$13.75/hour. Open Availability is a plus. Weekend availability is a must. Apply online at <https://careers.mcdonalds.com/us-restaurants/jobs>. OSOS 9/16/20

### **Food Service Worker (Keuka Park, NY)**

AVI Foodsystems has an opening for Food Service Worker. Job Description: Prepare food for service using established procedures, standards and recipes. Prepare and set up of food at an account and location. Maintain clean, neat and orderly areas. Complete daily duties/tasks within the scheduled work shift. Follow proper guest service procedures whenever interacting with others by smiling, making eye contact and greeting guests. Maintain a fast pace and ability to multitask



when performing duties. Job Requirements: Customer oriented. Previous food service experience a plus. Excellent communication skills. To apply go to: <https://nlx.jobsyn.org/dea2ee239dad4c76bc23daa7feedc04f161> OSOS 9/10/20

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

- AVI Foodsystems is looking for an energetic and optimistic team member to fill the role of Cashier. Duties & Responsibilities: Accurately process cash register transactions, input product costs, give correct change, and process debit and credit cards. Create a positive and friendly experience for customers and fellow team members. Display a natural desire to greet, engage with, and sincerely thank the guest. Prepare products and order stock. Ensure the proper signage when needed. Maintain clean, neat and orderly cash register areas. Job Requirements: Cashier experience preferred. Excellent customer service skills. Ability to accurately record guest transactions. Ability to make correct change and work in a fast paced environment. To apply go to: <https://nlx.jobsyn.org/c96609be3292440a9f776d49bf8150ca161> OSOS 9/10/20

#### **Utility Worker (Keuka Park, NY)**

- AVI Foodsystems has an opening for Utility Worker. Job Description: Assist with cleaning the kitchen and maintaining a sanitary work area. Wash dishes, glassware, flatware, pots and/or pans using dishwashers or by hand. Ensure all kitchen work areas, equipment and utensils are clean, professional and in an orderly condition at all times. Place clean dishes, utensils and cooking equipment in proper storage areas. Ensure the workspace meets or exceeds all established sanitation and safety standards. Request supplies and equipment needed for cleaning and dishwashing duties. Perform other duties required as needed. Job Requirements: Previous dishwashing experience preferred. Superior customer service standards. Ability to maintain a safe work environment. Ability to multitask and work in a fast paced environment. Knowledge of, or ability to learn, standard cleaning methods and equipment used in dishwashing work. Ability to understand and carry out oral and written instructions. Ability to exert continuous physical effort including frequent bending, walking and heavy lifting. Excellent interpersonal skills for communicating with fellow team members and customers. To apply go to: <https://nlx.jobsyn.org/dea2ee239dad4c76bc23daa7feedc04f161> OSOS 9/10/20

#### **Vending Attendant (Keuka Park, NY)**

- AVI Foodsystems is looking for a friendly and hard-working team member to fill the role of Vending Attendant. Duties & Responsibilities: Receive delivery of items such as soft drinks, bakery products, snack items and specialty foods at client locations. Fill vending machines to proper inventory levels with items such as soft drinks, pastries and packages foods. Place stock on shelves or racks in vending machines or coolers. Ensure the refrigeration of all cold food products. Oversee the ordering of merchandise and control inventory. Collect unsold and stale merchandise. Collect money, including coins and bills, from machines. Communicate positively with customers by making eye contact and smiling. Perform routine maintenance and sanitation of machines. Maintain clean vending areas. Job Requirements: Outgoing personality with the skills to promote products. Ability to work both independently and as part of a team. Excellent organization and time management skills. Ability to speak effectively to customers and employees. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. To apply go to: <https://nlx.jobsyn.org/3b2267d96e574d80ba3584334323f6e0161> Indeed 9/10/20

#### **Wine Server (Penn Yan, NY)**

- Red Tail Ridge Winery is a boutique vineyard/winery on the western shore of Seneca Lake in NY's Finger Lakes region. We are currently looking for a part-time tasting room staff member to serve our cool climate vinifera wines to customers and handle retail transactions. Successful candidates will have customer service and retail experience. Wine knowledge is a plus and the candidate must be eager to expand their wine knowledge through staff training. Hours available are weekends mostly, with occasional weekdays depending on availability. Must have access to reliable transportation and able to work autonomously and as part of a team. Busiest time of the season will be late summer and fall. This job is the front line of our winery, so the successful candidates will work to create the best experience for their customers while highlighting our wines. Requirements: Prior customer service experience is desirable. Must be able to work weekends. Friendly personality and able to talk in front of groups. Desire to learn and educate consumers about grapes, wine and the Finger Lakes Region. Must be able to lift over 40 lbs. Must be over 21 years of age. Pay: \$12.00 - \$13.00 per hour. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=cd52686e609fb06a> Indeed 9/5/20

## **OFFICE WORK/MANAGEMENT**

#### **Career Counselor (Bath, NY)**

- Do you have a Bachelor's degree or equivalent majoring in Human Services, Education or Business Management and/or three years of related experience and/or training; or equivalent combination of education and experience? This opportunity

may be for you. The Workplace, Inc. is looking for a full-time Career Counselor. A Career Counselor must successfully provide comprehensive case management to assigned individuals, some with multiple barriers to employment, utilizing various career assessment, planning and related tools and activities. A Career Counselor will work collaboratively with the Employer Relations staff assisting in arranging for interviews; monitor participant performance throughout workforce programs and counsels participants so that all programmatic metrics are successfully met. This position will assist training instructors in the collection of program materials; refer qualified participants to employers and conduct necessary follow-up. Pay \$19.00 per hour, Monday to Friday. To learn more about this opportunity and to apply:

<https://www.indeed.com/jobs...>

Workforce Development 9/25/20

#### **Order Processing Associate (Hall, NY)**

- Seedway LLC has an opening for Order Processing Associate. Performs a variety of clerical duties, such as organizing and processing orders, typing, filing and data entry for releases. To chart, contact sales force and customer's for waiver paperwork for company. Responsible for all holds pertaining to any release needed and restricted area of sales due to product allocations. For a complete listing and to apply please go to our Facebook page. Facebook 9/22/20

#### **Cash Applications Specialist (Hall, NY)**

- Seedway LLC has an opening for Cash Applications Specialist. Responsible for processing electronic and manual remittance transactions, posting complex payment and contractual adjustments to client accounts. Other responsibilities include reconciling cash transactions, third party remittances and credit/debit card payments. Answers clients and location/sales Manager in a timely manner in regards to inquiries about specific accounts. For a complete listing and to apply please go to our Facebook page. Facebook 9/22/20

#### **Customer Service Associate (Penn Yan, NY)**

- Silgan Plastics is seeking a Customer Service Associate. Process orders, satisfy the customers' requirements and deliver as promised. React quickly, accurately, and competently to all customer requests. Develop an ongoing and strong relationship of trust and honesty with the customer. Communicate customer requirements and issues effectively to our Sales & Manufacturing personnel and Technical Support Group. Enforce Silgan Sales policies and procedures and resolve any deviations with proper authority. For a complete list of responsibilities and requirements and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&advn=1660547461757754&vjk=c47921c9be16ebdb>

Indeed 9/17/20

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

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

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

OSOS 9/17/20

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

- Joining us as a **\*\*Team Leader\*\***, you'll provide leadership to a customer-centric team of associates and accelerate their seasonal tax business by managing a single H&R Block tax office. You'll serve as the front-line manager to provide leadership and development of tax office associates, delivering an outstanding client experience, and achieving all office related growth objectives. We'll help you advance your knowledge and skills you'll need to excel with us as you serve as a knowledgeable resource on tax topics and products for associates. As needed, you'll also prepare accurate tax returns for clients. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. **\*\*Day to day, you'll...\*\*** Partner with the District General Manager to create and implement office-level growth plans, which includes developing local partnerships and managing office community involvement; Assist the District General Manager in recruiting and interviewing candidates for tax office associate positions; Serve as point of contact for onsite escalated client service



concerns; Ensure clients are scheduled properly and conflicts are resolved; Lead daily activities to ensure that all tax office associates work is completed according to deadlines, with attention to quality standards, priorities and overall goals; Build an engaging team environment by training and coaching associates to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions; Lead daily team meetings and communicate essential information to tax office associates; Create associate work schedules and ensure accurate timekeeping and overtime management; Prepare tax returns, as required. For a list of requirements and to apply go to:

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

OSOS 9/17/20

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

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

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

OSOS 9/17/20

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

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

OSOS 9/17/20

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

- Mature, responsible individual needed as Office Manager of a small Physciatric practice. Duties include reception and typing. Health care experience preferred. 33 hours/week. Send resume to 4093 Friend Rd., Penn Yan, NY 14527. No phone calls. Chronicle Express 9/16/20

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

- Approx. 11 hours per week. Must live locally and be proficient in Windows computer operating system. Duties include preparation of weekly church bulletin, various other printed materials as needed by church organizations as directed by Pastor as head of staff. Other normal secretarial duties. Competitive pay. Contact: Church office (315) 536-8235 or Robert Gillespie (315) 694-2812. Craigslist post id: 7189251208 9/2/20

#### **Deputy Director of Public Works (Penn Yan, NY)**

- The Village of Penn Yan is seeking qualified candidates for the full time, 40 hour per week position of Deputy Director of Public Works. This position consists of: acting on behalf of the Director of Public Works in his/her absence; developing and improving the Village of Penn Yan health and safety programs for public works personnel; administering work of contractors doing work in connection of public assets owned by the Village of Penn Yan; and attending various local, regional, state and national meetings as required along with other specified duties. This position will be on a provisional/permanent basis. For more information and a full job description, please visit <https://mycivilservice.yatescounty.org/jobopps>. This is a Civil Service position that is subject to Civil Service rules for eligibility. Interested applicants are encouraged to apply by September 30, 2020. Workforce Development 9/1/20

## LABOR/AGRICULTURAL

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

- Two-Can Dan's is in search of good help! Looking for someone who can keep up in a fast-paced environment. On your feet all shift, pay attention to detail, multitask, self-motivated, and a go getter! Start out pay flexible, willing to pay top dollar for the right person! Flexible hours, full and/or part time available. Stop in for an application. 137 Benham St., Penn Yan, NY  
Facebook 9/19/20

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

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

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

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

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

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

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

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

or equivalent experience required; Associates degree preferred. Valid driver's license required; CDL (Commercial Driver's License) and forklift license preferred. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=67cb98866f2ff855>

Indeed 9/17/20

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

- Wildlife Control of the Finger Lakes has an opening. Wildlife control is a demanding field, applicants should possess a strong work ethic, be polite, punctual, willing to learn and have the ability to work off ladders and lifts as well as enclosed spaces like crawl spaces and attics. Job duties will include handling of various traps and animals, basic carpentry, problem solving, customer communication, sales and ability to drive to multiple locations. Pay based on experience and training provided. Must be willing to work days, nights, and weekends, when needed. This job requires driving a company truck, NYS license is required. Pay: \$12.00 - \$18.00 per hour. Experience: Customer Service: 1 year (Preferred). To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=f81fb172c3e4aa2b>

Indeed 9/16/20

#### **Bottling Line Operator (Dundee, NY)**

- Glenora Wine Cellars has a full-time position available. This position requires attention to detail and team work. The position will work on the bottling line, but also work as part of the disgorging line and in the processing of grapes. Applicant should be a motivated team player who enjoys work in a fast paced environment. Interested applicants should contact Tracey Miller via email at [tmiller@glenora.com](mailto:tmiller@glenora.com) or by submitting their resume via Facebook. Facebook 9/11/20

#### **Operations and Quality Control Manager (Hall, NY)**

- Seedway has an opening for Operations and Quality Control Manager. Oversee daily operation of warehouse/conditioning plant and quality control of all finished seed lots. Supervises, leads, and develops warehouse workers and production assistants. Essential Job Functions: Manage seed conditioning process for all lots to ensure quality standards meet customer expectations. Organizes the conditioning plant and bins for efficient conditioning. Oversees cleanliness of plant, bins and grounds. Maintains a physical inventory of conditioned product and seed stored in bins. Collects daily product samples from conditioning equipment. Adheres to conditioning schedule set by the Location Manager. Maintains record-keeping relating to incoming dirt seed and conditioned seed, treatment and bagging records. Communicates with Location Manager regarding any potential problems or issues that would cause a delay to the bagging staff. Preserves the value of all seed, including screenings, to minimize loss. Ensures seed quality by meeting all required standards. Assists bagging staff with bagging and mixing seed treatment. Maintains all conditioning equipment. Inspect/rouging grower small grain fields with crew. Requirements: Normally requires an Associate degree in agriculture, or the equivalent thereof, and 5 years or more of agricultural industry related work experience to demonstrate leadership ability and project management skills. Demonstrates essential abilities including business knowledge, collaboration, communication, customer focus, decision making and skill development. Must have and maintain a valid driver's license and satisfactory driving record. Normally requires a Commercial Driver's License (CDL). Continuously exposed or required to: Extreme weather conditions (hot cold, wet, etc.), Noisy conditions, Working conditions may include dust, fumes, chemicals, and electrical hazards with appropriate safety measures, May be required to work at varying heights & confined spaces, Lift 71-100 lbs., Required to push heavy objects. Ability to work extended hours. Ability to travel independently and overnight. Ability and willingness to participate in required training that may include education on GROWMARK's policies and procedures and additional training as it relates to the requirements of the position. To apply go to: <https://www.seedway.com> Facebook 9/10/20

#### **Seed Lab Technician (Hall, NY)**

- Seedway has an opening for Seed Lab Technician. Essential Job Functions: Conduct germination testing for all locations. Monitor correct use of germination media, temperature, number of seed replications, and length of germination test. Document and record results. Other Job Functions: Perform general clerical duties to include but not limited to: Photocopying, Faxing, Mailing, and Filing. Follows GROWMARK's Code of Conduct and Corporate Compliance Program, Environmental Health and Safety, OSHA and DOT policies and procedures, as they apply. Performs all other duties as assigned. Requirements: Normally requires a high school diploma, or the equivalent thereof, and 1-3 years or more of clerical related work experience to demonstrate knowledge of professional communication skills, typing proficiency and Microsoft Office programs. Must have and maintain a valid driver's license and satisfactory driving record. Demonstrated essential abilities including business knowledge, collaboration, communication, customer focus, decision making and skill development. Ability and willingness to participate in required training that may include education on GROWMARK's policies and procedures and additional training as it relates to the requirements of the position. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=c5eed77470ca24a1>

Indeed 9/4/20

## **SKILLED/MANUFACTURING**

### **Power Plant Maintenance/Operator (Dresden, NY)**

- Greenidge Generation LLC has an opening for Power Plant Maintenance/Operator. Summary: Operate and maintain the Greenidge Generation LLC 106 MW Natural Gas Steam Turbine in Dresden New York by performing the following duties. Duties and Responsibilities: Operate and maintain generation, natural gas pipeline and auxiliary equipment. Operate in a manner that will ensure safety of personnel and equipment. Promote high plant reliability. Produce power economically and operate the generation facility in a manner to exceed the facility goals. Remain within environmental and regulatory compliance. Other duties may be assigned. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess a NYS Driver's License. Must Pass DOT Drug Test and Pre-Screening Physical and the position will be subjected to DOT Random Drug Testing. Position requires extended working hours and varied shifts with weekend and holiday work, as required by schedules, workload and plant conditions. Education/Experience: High school diploma or general education degree (GED) or a degree from technical/vocational school, military service or equivalent; and/or two to four years related experience and/or training as a power plant operator, a mechanic, millwright or equivalent preferred. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&advn=1660547461757754&vjk=c47921c9be16ebdb>

Indeed 9/19/20

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

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

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=c2d2900c4c030c20>

Indeed 9/22/20

### **Public Works Maintenance Worker (Dundee, NY)**

- The Village of Dundee is currently seeking to hire a full time Public Works Maintenance Worker to work 40 hours per week at \$15.00/hour with benefits. This is semi-skilled work involving responsibility for the efficient performance of a variety of public works repair and maintenance tasks. Must have a valid Class B or higher NYS Driver's License. If you are unable to apply online, please contact the Yates County Personnel Office at 315-536-5112 or the Village Office at 607-243-5551. For more information or to apply, please visit <https://mycivilservice.yatescounty.org/>. Deadline to apply is September 30, 2020.

Workforce Development 9/18/20

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

- Kelly Services is seeking candidates for 1st and 3rd shifts for an essential production company. \$14 and \$15/hour! This position requires employees to hand pick plastic bottles off the line, inspect for defects, and then package the bottles. This is entry level work paying \$14.00/hour days and \$15.00 overnights and a great way to get your foot in the door! Overtime every other week paying 21/hour plus. \$100 attendance every month if you qualify. For exceptional performers with a great work ethic, position and financial advancement can be swift. For a complete listing and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&advn=6111343572945211&vjk=d243261faad0613>

Indeed 9/18/20

### **Aircraft Technician and Apprentice (Penn Yan, NY)**

- Very diverse FAA Certified Aircraft Maintenance Facility located in Penn Yan, NY is accepting applications for Technicians and Apprentices. You will enjoy working with our team of exceptional professionals in a well heated and lighted workplace. Join our team of professionals specializing in Schweizer helicopter support. We perform complete aircraft rebuild to routine inspection and repairs for all types of rotorcraft and fixed wing aircraft. FAA airframe and power plant rating preferred but we are willing to train and assist the right candidate in earning his or her FAA certification. Please email resume to Precision Aviation, Inc. or call 315-531-8804. Office Hours: 8:00 AM to 4:00PM. Pay: \$15.00 - \$24.00 per hour. Schedule: Day shift,

Monday to Friday. Experience: Aircraft Maintenance: 1 year (Preferred). <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=443570a05606de4f&advn=3985523409736216>

Indeed 9/17/20

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

- Remedy Staffing has the following positions available: \* Network Support Technician \* Device Soldering Technician \* Painter/Undercoater \* General Labor \* Warehouse Associate \* Welder \* Large Parts Assembly \* Forklift Operators \* Production Worker \* Recycling Sorter \* Ground Maintenance/General Labor.
- Apply today at [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200.

Workforce Development 9/25/20

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

- Package Handler – 2<sup>nd</sup> & 3<sup>rd</sup> shift
- Parts Inventory Clerk – 1st shift
- Production - Downline Packer - F/T – all shifts
- Engineer
- Maintenance Technician – 3<sup>rd</sup> shift
- Sanitation – Food Manufacturing – 3<sup>rd</sup> shift
- Warehouse - Forklift Operator – all shifts

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

Workforce Development 9/25/20

#### Job Leads for Surrounding Counties

Yates County Job Leads: [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

## CIVIL SERVICE EMPLOYMENT PORTAL

### Yates County is an Equal Opportunity Employer.

You can apply by mail, in person or online for Current Positions in Yates County, Upcoming Exams or Continuous Recruitment Exams.

A non-refundable examination fee is required for all exams.

To receive automatic e-mail notification when a specific Civil Service exam or job announcement will be offered, please register with our automatic e-mail notification service.

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

### Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
<a href="#">ACCOUNT CLERK TYPIST-VILLAGE OF PENN YAN-MUST TAKE EXAM</a>	09/30/20	<a href="#">APPLY</a>
<a href="#">BUS DRIVER - SUBSTITUTE - MARCUS WHITMAN CENTRAL SCHOOL</a>	09/30/20	<a href="#">APPLY</a>
<a href="#">CLEANER - TEMPORARY - MARCUS WHITMAN CENTRAL SCHOOL</a>	09/30/20	<a href="#">APPLY</a>



DEPUTY DIRECTOR OF PUBLIC WORKS	09/30/20	<a href="#">APPLY</a>
DIRECTOR OF PUBLIC HEALTH (YATES AND SCHUYLER COUNTY)	10/09/20	<a href="#">APPLY</a>
GROUNDSKEEPER - MARCUS WHITMAN CENTRAL SCHOOL	09/30/20	<a href="#">APPLY</a>
LIBRARY ASSISTANT - PENN YAN PUBLIC LIBRARY - MUST COMPLETE AN ONLINE QUESTIONNAIRE AND PROVIDE COPY OF COLLEGE DIPLOMA	10/06/20	<a href="#">APPLY</a>
LIBRARY CLERK - PENN YAN PUBLIC LIBRARY - MUST TAKE EXAM TO BE CONSIDERED	10/06/20	<a href="#">APPLY</a>
PUBLIC HEALTH EDUCATOR	10/15/20	<a href="#">APPLY</a>
PUBLIC HEALTH NURSE	10/15/20	<a href="#">APPLY</a>
PUBLIC HEALTH NURSE (TEMPORARY)	10/15/20	<a href="#">APPLY</a>
PUBLIC HEALTH SPECIALIST	10/15/20	<a href="#">APPLY</a>
PUBLIC WORKS MAINTENANCE WORKER - VILLAGE OF DUNDEE - MUST INCLUDE COPY OF HIGH SCHOOL DIPLOMA AND CLASS B OR HIGHER DRIVERS LICENSE	09/30/20	<a href="#">APPLY</a>
REGISTERED NURSE - DUNDEE CENTRAL SCHOOL	10/09/20	<a href="#">APPLY</a>
REGISTERED PROFESSIONAL NURSE (TEMPORARY)	10/15/20	<a href="#">APPLY</a>
REGISTERED PROFESSIONAL NURSE (YATES COUNTY PUBLIC HEALTH)	10/15/20	<a href="#">APPLY</a>
TEACHERS AIDE - MARCUS WHITMAN CENTRAL SCHOOL	09/30/20	<a href="#">APPLY</a>

## Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
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### How to Take a Civil Service Exam

The New York State Constitution states that public employees must be hired for jobs on the basis of merit and fitness. The Constitution also states that, for most jobs, merit and fitness must be measured by examination.

[Click here](#) for information from the New York State Department of Civil Service on how to take a Civil Service written test.

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

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

### Competitive Class Positions

The competitive class of civil service consists of positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations. These examinations are either open competitive, that is, open to all applicants meeting the minimum qualifications for the position; or, promotional, for those individuals already serving in a lower position within the same jurisdiction as the existing vacancy.

Provisional appointments may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.

**OC = Open Competitive** - exams open to the public.

**PROM = Promotional** - exams for current employees.

## Continuous Recruitment Exams

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

Positions can be applied for at any time, and the eligible list will be used to fill vacancies as they occur. The Personnel Officer of Yates County reserves the right to terminate continuous recruitment and re-establish a periodic, announced-date type of examination.

**OC = Open Competitive** - exams open to the public. **PROM = Promotional** - exams for current employees.

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

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

**by Appointment ONLY!**

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

**Penn Yan**



**Morning class:  
Mondays starting  
August 31st  
9:00 am - 12:00 pm  
By appointment only**

**NEW Evening class!  
Wednesdays, starting  
September 2nd  
5:00–8:00 pm  
By appointment only**

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

**Call: 315.536.5140, ext. 0**

**OR**

**TEXT: 315.694.1043**

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# SEPTEMBER 2020

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

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

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

**\*Notes:**

\*HSE: High School Equivalency

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



# OCTOBER 2020

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

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

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

**\*Notes:**

\*HSE: High School Equivalency

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







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