

YATES COUNTY WORKFORCE DEVELOPMENT

417 Liberty Street

Suite 2021

Penn Yan, NY 14527

315-536-5140



Yates County Job Leads

February 19, 2014

Please Visit Job Central <http://newyork.us.jobs>

Another great website to visit is www.indeed.com

Opportunities don't often come along. So, when they do, you have to grab them." – Audrey Hepburn

HR Recruiting Specialist

The successful candidate will oversee the recruiting process related to the hiring of our seasonal front desk, housekeeping and maintenance employees. This will involve conducting all recruitment processes, including advertising, screening prospective employees, conducting initial interviews, setting up second interviews with department heads, and hiring seasonal employees, as required by the director of each department. The successful candidate will also extend job offers and ensure the necessary hiring paperwork is done accurately, including reference checks, background checks and the completion of new hire paper work.

Candidates require a bachelor's degree and 3-5 years work experience in the role of recruiting, with preference given to those with experience in recruiting for employees in a customer service business. Email hsm2j-4337789157@job.craigslist.org 2/19/2014

PT Evening Employment Penn Yan NY (Penn Yan NY)

Janitronics is a Growing company and great place to work. Looking for that part time job to make ends meet or perhaps you are student who needs money for school? We are hiring in the Penn Yan area. Interested? Consider what Janitronics can offer:

• Steady work Schedule. Sites have start times between 5:30pm and 6pm. Availability is Monday through Friday.

• Set shifts that are 3 to 4 hours a night. No unexpected schedule changes.

• Work is at the same site each night. No traveling across town from one building to another.

• Training programs. No janitorial experience necessary.

• Leadership opportunities for both full time and part time workers.

• Janitronics is a drug free workplace. We do drug screens and background checks for all incoming employees.

• We are proud to offer a highly competitive wage, choice of health insurance plans, vacation, 401(k), life insurance, and a great work environment! EOE M/F/D/

• We will be interviewing in your area soon. Call our office at 585-464-0340 for interview times and information for these positions. Want to know more about our company? Check out our website Janitronicsinc.com

0021714CL

ARC of Yates – Vocational Services Coordinator – Complete job descriptions are available at www.arcofyates.org. Send resume and letter of interest to the Director of Human Resource, ARC of Yates, 235 North Ave, Penn Yan, NY 14527 Phone: 315-536-7447 Fax 315-536-3281 121614CA

Seeking part time (25-30 hours/week). Entry level newspaper/online production with experienced in Mac OS X environment to play a key role in the print online production of a leading Finger Lakes weekly newspaper, shopper and corresponding website. Experience with ad design & page layout software desired. The work environment is small, casual and flexible office where you'll find opportunities to learn all the ropes of community news production. Please send your resume to: The Chronicle Express, 138 Main St, Penn Yan, NY 14527. 315-536-4422 021614

Energetic Person Wanted to work from 2 – 6 Monday-Friday at the Dundee Children's Center. Must have high school diploma or equivalent. Also looking for substitutes. Contact Rose Kane at 607-243-8612 by February 28th. 021214DO

Forklift Positions (Penn Yan , New York)

Remedy Staffing is currently seeking full time forklift drivers for a local client in Penn Yan Second shift opening and over time may be required.

If you have forklift experience and have operated one in the last six months , we would like to speak to you! Call 315-781-6200 for more information and details. Call Now! 021114CL

Forklift Operators (Penn Yan , New York)

Local Manufacturing plant is seeking top notched, experienced forklift operators for their shipping area.

Must have recent experience with two years forklift experience.

Qualified candidates may call 315-781-6200 for more information.

Benefits May Include:

Health Insurance

Dental Insurance

Vision Insurance

Short Term Disability Insurance

Life Insurance

Dependent Care Assistance Account

Longevity Bonuses

Referral Bonuses

Safety Incentives

401K

We are proud to invite qualified job seekers to join our team of talented Associates. Please note our screening requirements before applying: All applicants must provide documentation proving that they are eligible to work in the United States and may be asked to submit to a drug test and reference and background checks.

For questions or more information call Remedy at 315.781.6200 or begin an online application at www.remedystaff.com, follow the directions below:

- 1.) Go to www.remedystaff.com
- 2.) Click on "Get a Job"
- 3.) You will see a list of options, look at number 2 and click on "submit an online application"
- 4.) In Zip Code: type 14456 (Very Important to choose this zip to be put in our office database)
- 5.) In Branches within: pick 5 miles
- 6.) Click on "Search Branches"
- 7.) Choose the "Geneva, NY" branch. (this will insure your application will be submitted to our office).
- 8.) Resume upload is not required.
- 9.) Be sure to fill in all areas where you see a * (in red).
- 10.) Next complete the application screen and click on "Submit Application"
- 11.) Please be sure to complete the 2 Minute WOTC survey after submitting the Application 021014CL

Fuller Brush Co. Sales Distributors needed. Start your own Home Based Business. Looking for people who could use extra money, servicing people in your area. No investment, email fullerlady2@aol.com. 800-882-7270 www.joannefullerlady.com. CA020914

Drivers: Route Sales Position. Class B CDL with Hazmat and Tanker Endorsements. Salary Position with Commission. 855-294-7144 CA020914

Production (Penn Yan , New York)

Local Manufacturing facility is looking for self-motivated workers for openings across the shifts. Must be flexible as hours could be extended to meet the demands, able to stand for long periods of time and willing to work as part of a team .

If you would like to apply please go to www.remedystaff.com and fill out our on line application and call 315-781-6200 to make an appointment. CL020714

Cashier - Admin Asst - Receptionist (Penn Yan, NY)

Friendly Dodge Chrysler Jeep in Penn Yan, NY is seeking a Full Time Cashier / Office Assistant / Receptionist Accounts Payable/Accounts Receivable and light bookkeeping experience preferred. Hourly pay commensurate with experience.

Full time with benefits - M-F

We are looking for a friendly, hard-working, reliable team-member with great people skills and a great attitude.

Requirements:

Local, clean background, current and valid driver's license, immediate availability.

Interviews with our Office Manager are by appointment only --

Submit your resume today!

Cover letter including your name, address, email address, telephone number with salary requirements, and availability to interview included.

Friendly Dodge Chrysler Jeep
2499 State Route 14A
Penn Yan, NY 14527
No drop ins or phone calls please.

Traffic Control Flaggers (Penn Yan/Seneca Lake/Geneva Area)

Several road flaggers needed for various construction projects. Experience preferred. Must have own trans to travel to different job sites. Please call 585-393-9250 020414CL

Odessa Montour CDS has the following vacancies:

Food Service Helpers
Cleaners
Teacher Aides
Monitors
\$8/hour

Apply to Schuyler County Civil Service
105 9th Street, Watkins Glen, NY 14891

Applications: www.omschools.org

All employees must be fingerprinted through the NYS Education Department. There is a \$91.50 processing fee for fingerprinting. EOE **020514DO**

General Education Teacher & Speech Therapist – ARC of Yates - Keuka Lake School, a preschool program for the children with and without disabilities .This a full time position. Must hold a NYS Certification in Early Childhood and/or Special education. **The Speech therapist** position is approximately 20-30 hours a week. Applicants must hold a valid license and be registered as a D.S.P. We are seeking Direct Support Professionals at our Penn Yan and Dundee locations. Send resume and letter of interest to the Director of Human Resources, ARC of Yates, 235 North Avenue, Penn Yan, NY 14527 - Phone 315-536-7447 Fax 315-536-3281

Friendly Dodge Chrysler Jeep in Penn Yan, NY

is seeking Automotive Technicians

Diesel, A, B & C level technicians encouraged to apply
ASE Certifications - a plus

Business in our shop is booming and we need to fill these positions now!

Let us make you an offer!

We are ranked number one by our customers in sales,
customer satisfaction, service & parts.

Interviews with our Manager are by appointment only --

Submit your resume today!

Best pay plan in the region - Make us an offer!

- We are one of the Finger Lake Region's most respected and highest paying auto dealers.
 - We are looking for professional, outgoing, hardworking individuals.
 - We truly care about the well-being of our employees and their families
 - We promote a workplace of integrity and respect. We care about our customers and it shows!
 - Our management team, hot new products, lower interest rates and huge factory incentives have created a tremendous increase in our business.
 - Act now! Our business is booming and we need to fill these positions now!
- Submit your resume to this job posting or fax your resume to: 888-867-1761

2499 State Route 14A
Penn Yan, NY 14527

Lawn & Garden Service Technician – full time. Lakeland Equipment is a premier John Deere Equipment Dealer. We are looking for an additional Service Technician for our Hall, NY location. Please stop and fill out an application for fax, email or mail your resume to: Lakeland Equipment Attn: Mike Wilson, PO box 265. 4751 County Rd 5, Hall, NY 14463 Fax 585-526-6073, mikewilson@lakelandequipment.com For complete details visit www.lakelandequipment.com (no phone calls please)

Vineyard Workers

03/14/2014 through 12/15/2014, two (2) temporary workers to operate, maintain farm machinery, prune and tie vines, harvest fruit. Work in all weather conditions. 1 month experience required. Adverse Effect Rate of \$11.22/hour. Work guaranteed for 3/4 total contract days, work tools provided at no cost, one time transportation and subsistence reimbursed after 15 days or 50% of contract and free housing to out of area workers. Contact closest State Workforce Agency 866-466-9757 to apply or NYS Department of Labor website for information.
Hermann J. Wiemer Vineyard, Dundee, NY. 012914DO

Openings – The primary responsibility of the position is to manage the daily operations of the site according to OPWDD regulations and agency policies. Responsibilities include staffing, documentation, safety, budgetary, etc. We are also seeking evening/weekend and overnight Direct Support Professionals at our Penn Yan and Dundee locations. These positions supervision, support and instruction in all aspects of the lives of adults and developmental disabilities living in the residence. Full time and substitute positions are available. **ARC of Yates**, 235 North Avenue, Penn Yan, NY 14527 Phone 315-536-7447. Fax 315-536-3281. Send resume and letter of interest to the Director of Human Resource.

Customer Service Position in Penn Yan, NY (250 Lake Street Plaza)

Are you looking for a Career?

We are looking for a talented, career-oriented Customer Account Representative to join our team and take great care of our customers' product, payment and service needs.

Key responsibilities include:

- Delivering and setting up products in customers' homes
- Using our collections program to ensure timely customer payments
- Servicing, picking up and refurbishing customer's product
- Assisting with sales, merchandising and store maintenance activities

Top performing Customer Account Representatives will get their careers going by earning a promotion to Assistant Manager!

In addition to great career opportunities, our Customer Account Representatives' Quality of Life is improved by:

- Paid sick/personal & vacation days
- Employee purchase program
- Comprehensive benefits including medical, dental, disability/life insurance & a 401k plan

Qualifications

To be considered for the opportunity to improve your Quality of Life, you:

- Need to be at least 20 years old, with a high school diploma or equivalent
- Must have a valid driver's license with a good driving record
- Have some experience working in a retail, restaurant/fast food, or service business
- Are willing and able to deliver and pick-up our great merchandise

Apply now at the store in person, or go to www.raccareers.net to apply online

Questions can be directed to the Recruiter at 972-801-1367 Joanna Hart 011314CL

CFE – We are a commercial roofing contractor and we need Foremen, skilled and unskilled helpers in single ply roofing. Pay based on proven single ply roofing experience. Extensive travel required, board and travel paid. You must provide your own transportation. Health, 401(k). Profit sharing, serious, honest and hard working persons should apply. Must be 18 years or older. Apply in person only to CFE Inc. 35 Industrial Park Blvd, Elmira, NY between 8:00 am and 5:00 pm

Fuller Brush Co. Sales Distributors needed. Start your own Home Based Business. Looking for people who could use extra money, servicing people in your area. No investment, email fullerlady2@aol.com. 800-882-7270 www.joannefullerlady.com. CE010514

“Options Workshop”

An online presentation/discussion using Google Group

PLEASE CALL AHEAD TO REGISTER

FOR WORKSHOPS (315)-539-1905

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

How does the Career Readiness Credential work?

Building on a Proven Program

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

How to Earn a CRC

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

Ask about SMART 2010 Today!!!

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

February 2014

Yates County Workforce Development Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 GED 9am - noon TABES Lit. Vol of America 10:00-1:00	4 STAFKING 9:00-noon VR ACCESS 1:00PM-3:00PM	5 GED 9am-noon WORKEKEYS 8;AMTO 1:00PM	6	7
10 GED 9am-noon Training Options 1:30-3:30	11	12 GED 9:00AM - noon Jump Start 1:30-2:45	13	14
17 CLOSED President's Day	18 VR Access 1:00-3:00	19 GED 9:00-noon	20 <div style="border: 1px solid black; width: 100%; height: 100%;"></div>	21
24 GED 9am - noon TABEs Lit. vol. of America 10:00-1:00	25	26 GED 9:00AM-noon	27	28

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

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

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

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

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