

**YATES COUNTY WORKFORCE DEVELOPMENT**

**417 Liberty Street**

**Suite 2021**

**Penn Yan, NY 14527**

**315-536-5140**



**Yates County Job Leads**

**October 31<sup>st</sup>, 2016**

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

Another great website to visit is [www.indeed.com](http://www.indeed.com)

Surrounding County Job Leads Links

[www.co.wayne.ny.us](http://www.co.wayne.ny.us)

[www.co.seneca.ny.us/wdyb](http://www.co.seneca.ny.us/wdyb)

[www.co.ontario.ny.us/DocumentCenter/View/2141](http://www.co.ontario.ny.us/DocumentCenter/View/2141)

**“The best preparation for tomorrow is doing your best today.”**

**~H. Jackson Brown, Jr.**

**NEW CAREER OPPORTUNITIES! SEE ATTACHED DEL LAGO FLYER FOR DETAILS.**

**HOUSEKEEPER (KEUKA PARK, NY)**

- Looking for a housekeeper to join our team in Keuka Park. Interested candidates please apply at <http://sodexo.balancetrak.com> Search requisition #2016-22520. Chronicle Ad-Viser 10/30/16

**PUBLIC HEALTH NURSE/SPECIALIST**

- Yates County Public Health is seeking to fill one vacancy with either a Public Health Nurse or Public Health Specialist. Job duties and minimum qualifications vary per position. For a full explanation of job duties, please refer to [www.yatescounty.org](http://www.yatescounty.org). Application deadline: November 18<sup>th</sup>, 2016 at 2pm. Chronicle Ad-Viser 10/30/16

**REMEDY STAFFING (DUNDEE AND PENN YAN, NY)**

- Remedy Staffing has openings in Dundee and Penn Yan. They will be at the Dundee Library (32 Water St, Dundee) on November 3<sup>rd</sup> from 10:30-11:30am. Best to call for guaranteed interview. Warehouse/forklift, production, packing, machine operator. Apply online at [www.remedystaff.com](http://www.remedystaff.com). Pick Geneva Branch (315)781-6200. Chronicle Ad-Viser 10/30/16

**ADMINISTRATIVE ASSISTANT (PENN YAN, NY)**

- Yates County Veterans Service Agency is seeking applicants to fill an open position for Administrative Assistant. Special consideration will be given to Veterans. Last date to apply is November 16<sup>th</sup>, 2016. Visit <http://www.yatescounty.org/Exams> for more information. Chronicle Express 10/26/16

**DELIVERY PERSON (PENN YAN, NY)**

- Lifting involved. Clear driver's license. 315-536-7033 or stop in at Pinckney Hardware, 24 Main St., Penn Yan. Chronicle Express 10/19/16

**TRUCK DRIVER (MIDDLESEX, NY)**

- Truck Driver for Upstate NY deliveries for Dudley Poultry, Middlesex, NY. Home evenings. Full time. Seasonal overtime. Valid CDL and lifting required. Starts at \$13.50 per hour. Call Larry for an interview. 585-554-6412. Chronicle Express 10/12/16

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

- Yates County is seeking applicants to fill an open position for Part Time Jail Cook at the Yates County Sheriff's Office. Weekend and holiday rate of pay is \$12.93 per hour. Last date to apply is November 8<sup>th</sup>, 2016. Visit <http://www.yatescounty.org/Exams> for more information. Dundee Observer 10/26/16

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

- 7.5 hours/day, 12 months per year. Position will be 5 hours at the Athletic Dept. and 2.5 hours at PYE Lunch Room. Rate of pay- Keyboard Specialist \$15.05/hr; school monitor \$13.53/hr. Apply to Ms. Cathy Milliman, Assistant Superintendent for Business, One School Drive, Penn Yan, NY 14527 by December 6<sup>th</sup>, 2016. Applicants must be Yates County Civil Service Approved and be on the Certification of Eligibles List. Dundee Observer 10/26/16

### **HOUSEKEEPER (MONTOUR FALLS, NY)**

- Immediate part time opening for day shift position. Responsibilities include bed making, vacuuming, mopping, etc. in resident rooms and public areas. Please apply at: The Falls Home, 111 Schuyler St., Montour Falls. Dundee Observer 10/26/16

### **SERVERS/BUSSER/HOST (DUNDEE, NY)**

- Glenora Wine Cellars Veraisons Restaurant is now hiring part-time servers with experience and a part-time busser/host that we will train. Must be willing to work days/nights/weekends as needed. Positions are available immediately. If you are interested in submitting an application, please send an email to [orlando@glenora.com](mailto:orlando@glenora.com). Dundee Observer 10/19/16

### **FRONT DESK RESERVATIONIST (DUNDEE, NY)**

- The Inn at Glenora Wine Cellars, located in Dundee, is looking for an Overnight Front Desk Reservationist. The hours are from 11pm-7am, 4-5 days a week. Excellent customer service skills and computer knowledge are required. Please contact Missy Cady at 1-800-243-5513 x308 or email [missy@glenora.com](mailto:missy@glenora.com) Dundee Observer 10/12/16

### **TEACHER OPENINGS (GENEVA, NY)**

- Special Education 9-12
- ENL/ESL Teacher (Literacy and English 7-12 certifications will be considered)
- Earth Science Teacher 9-12
- Mathematics Teacher 9-12
- Library Media Specialist
- Elementary Ed. Teacher
  - Application Deadline: November 10, 2016. Interested candidates should mail, fax or send a letter of interest, resume, placement credentials, transcripts, district teaching application (accessed from our website) & 3 confidential recommendations. Send to: Stephen Kruger, Assistant Superintendent for Admin. Services, Administrative Center, 400 West North St., Geneva, NY 14456. Phone 315-781-0400. Fax 318-781-5461. Email: [humanresources@genevacsd.org](mailto:humanresources@genevacsd.org).

Finger Lakes Times 10/30/16

### **MORTGAGE/HOME EQUITY PROCESSOR (GENEVA, NY)**

- Lyons National Bank has an opening for a Full-Time Mortgage/Home Equity Processor at our Operations Center in Geneva, NY. Qualified candidates will possess a high school diploma or equivalent along with a specialized education or training relating to mortgage processing and a minimum of two years related experience. If you are interested in applying for this position please visit [www.BankwithLNB.com](http://www.BankwithLNB.com) to apply online. Finger Lakes Times 10/30/16

### **FRONT DESK AGENT (PENN YAN, NY)**

- Our Microtel Inn & Suites in Penn Yan, NY is looking for part time Front Desk Agents. The Front Desk Agent performs customer service functions related to guest registration, reservations, and revenue collections, in a manner that will ensure Microtel Inn guests receive a safe and secure place to stay with friendly and attentive service. Please submit your resume or apply directly at the hotel. Craigslist post ID: 5850130509 10/28/16

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

- Indus Hospitality Group is looking for an Executive Housekeeper to oversee our Housekeeping department in Penn Yan, NY. The Executive Housekeeper is responsible for all duties of the

housekeeping operation and cleanliness of the entire property. Responsibilities include (but are not limited to): leading a team of Room Attendants, laundry, team member scheduling and training. This position requires strong attention to detail. Craigslist post ID: 5850136934 10/28/16

#### **PIZZA MAKER/WORKER/PHONES (GENEVA, NY)**

- Looking for a person/persons to work part-time in a small retail Pizza/food -Richard's Pizzeria (480 Hamilton, Geneva). Not a lot of experience necessary- just a lot of positive energy and a good work ethic. Must have a car- Be able to work some evenings-weekends-- - work a cash register--You must have polite manners and be clean cut to work counter in a food service business. Email me with a brief work and personal bio- preferably a resume- and I will email you back.

Craigslist post ID: 5848552451 10/27/16

#### **FRONT DESK/NIGHT AUDITOR (GENEVA, NY)**

- Geneva Days Inn is seeking a Front Desk/Night Auditor. We are seeking someone honest and reliable with customer service experience and computer skills. The job responsibilities are clerical duties and cleaning; we will train you! This position is evening shifts with a mandatory of two overnight shifts. Stop into the Geneva Days Inn located at 485 Hamilton Street, Geneva, NY 14456 to have a discussion with our manager and to fill out an application. Individuals interested should apply in person!

Craigslist post ID: 5848468148 10/27/16

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

- Ponderosa Steakhouse is looking for an Assistant Restaurant Manager. We are looking for someone who: has at least 2 years of restaurant management experience, shows drive to maintain a successful restaurant, exhibits and delivers exceptional guest satisfaction, demonstrates leadership skills through example, profit & loss financial responsibility, drives revenue through sales growth, is self-motivated, highly-energetic, enjoys working with people, and has an open/flexible schedule (willing to work nights/weekends).

Craigslist post ID: 5814165299 10/26/16

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

- Busy Geneva Dental office seeking an enthusiastic individual to join our team. Dental experience necessary. Send resume.

Craigslist post ID: 5843454647 10/24/16

#### **CLEANER (GENEVA, NY)**

- Part time position available. 16 hours per week. Please apply in person or email for more information. Position: Night Cleaner. Hours: 11pm-7am. Flexible days. \$10/hr. Cleaning, sweeping, mopping, vacuum, trash, and restrooms. Must be able to stand for long periods of time, must be reliable, must have reliable transportation, must be available Holidays as needed. Contact Emmanuel, (315)781-0201 ext. 522. [www.belhurst.com](http://www.belhurst.com).

Craigslist post ID: 5843310057 10/24/16

#### **CARPENTER/CONSTRUCTION (POTTER, NY)**

- Carpenter position open, experience a plus, must have a valid DL and reliable transportation. Full time with some O/T. Residential and commercial, pay base \$11.00-\$15.00 based on experience. Looking for someone who wants a long term position. Paid vacation and sick time after 6 months.

Craigslist post ID: 5844909890 10/24/16

#### **OFFICE MANAGER (PHELPS, NY)**

- Small trucking and grain business is seeking a full-time office manager Monday through Friday from 8:30 a.m. to 5:00 p.m. Individual will need to have at least two years of experience and be able to perform office duties such as: accounts payable, accounts receivable, bank reconciliations, inventory, highway taxes, etc. Individual should be dependable, detail oriented, well organized, have good communication skills, and capable of working independently. Knowledge of QuickBooks Pro, Excel, and Word is required. Experience in the trucking and/or an agricultural field is beneficial. Salary will be based on experience. Benefits include paid vacation and holidays, 401K, and a performance based bonus. A one-year review period will be effective from the start date. Interested candidates may send a resume by responding to this ad and/or complete an application at JD Rugenstein & Sons, Inc., 1363 Junction Road, Phelps, NY.

Craigslist post ID: 5841034957 10/22/16

#### **PARALEGAL/LEGAL ASSISTANT (PENN YAN, NY)**

- Real estate law office looking to fill a full time paralegal/legal assistant position beginning in December. Experience is a plus but not necessary. Applicant must be able to work 40 hours a week and applicant must express interest in this position as a long term career. No health insurance benefits available.

Craigslist post ID: 5839935468 10/21/16

### **LPN (BATH, NY)**

- Steuben Center for Rehabilitation & Healthcare is actively seeking part time LPN Team Members for our 105-bed Skilled Nursing Facility in Bath, NY. New Graduates Welcome. We provide your scrubs! Full Time, Part-Time & Per-Diem positions available for all shifts. Must be able to work as a team member, have valid NY State LPN license, and must be in good standing with State Registry. Apply here: <https://centersforcare.applytojob.com/apply/DXecR1/Lpn-Team-Member?source=CRAG>

Craigslist post ID: 5789247611 10/19/16

### **MILKING AND CLEANING (RUSHVILLE, NY)**

- Person with some ambition and not married to cell phone. Milking 155 cows 2 X day. Hours: M-F 2:00 - 6:30 PM, Sat. 4:00 - 8:00 AM AND 2:00 - 6:30 PM. Approximately 31 Hours. Duties include but are not limited to: milking cows, cleaning milkhouse and parlor including cobwebs.

Craigslist post ID: 5835798212 10/19/16

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

- The Belhurst Castle is looking for a short order cook to join our team. Experienced candidates can respond with brief work history, or resume, and contact information to schedule an interview.

Craigslist post ID: 5834909281 10/18/16

### **PATIENT TRANSPORTER/SERVICE TECH (GENEVA, NY)**

- Finger Lakes Health has an opening for a Full Time Patient Transport Technician. The Patient Service Technician safely transports patients to and from service areas, retrieves and delivers documents, supplies, equipment, specimens, and assists nursing personnel with other direct and indirect patient care activities. This position is Day/Evening rotation, so candidates must be available to work either shift, along with rotating weekends and holidays. Requirements: High school education or equivalent, Basic Life Support certification, or attainment within one year (Will be provided if needed), Successful completion of EKG Tracing and Medical Record Retrieval within one month of hire, Excellent interpersonal, time management, and customer service skills. If interested, please complete an application on our website at: [www.flhealth.org](http://www.flhealth.org).

Craigslist post ID: 5834419139 10/18/16

### **BUS DRIVER (GENEVA, NY)**

- Fitzgerald Brothers Bus Company is seeking an experienced bus driver in the Geneva N.Y area. Duties to include; Driving a variety of vehicles to include limos and motor coaches. This is a full time job, part time candidates will be considered as well. Successful candidates will possess a current CDL B or A with passenger endorsement, and be committed to customer service, and safety. Apply at:

<https://www.recruitgear.com/app/apply.asp?ClientID=1184> Craigslist post ID: 5791900300 10/17/16

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

- Urgently seeking self-motivated "team players" for production based, full time, entry level positions. No specific work experience required. Will receive training upon hire. 1st, 2nd and 3<sup>rd</sup> shifts available. Start on inspecting and packing with great opportunity to grow with the company! Great benefits and 401K. Please respond with your name and phone number so we can call you to schedule an interview.

Craigslist post ID: 5833117547 10/17/16

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

- Adecco is assisting a local client in hiring Maintenance Mechanics in a manufacturing facility in Geneva. Requirements: High school diploma or GED, Ability to read Blueprints, Mechanically minded, 2 + years of Mechanic Experience preferred, Provide own hand tools. To apply text your name and the word "Mechanic" to 315-332-1025 or call 315-331-8532.

Craigslist post ID: 5833109320 10/17/16

### **RECYCLING SORTER (STANLEY, NY)**

- We are currently hiring day and night shift recycling sorters in Stanley NY. These positions are fast-paced and involve working next to a landfill. These positions are not for everyone. 1st shift is 5am-3:30pm (would need to be available on Saturdays), 2nd shift is a part time position 4pm-10pm Mon-Friday. To learn more text your name and "Sorter". (585) 412-8534.

Craigslist post ID: 5804921875 10/17/16

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

- Looking for good, reliable cleaning person. Must know how to use floor machine and propane buffer. Job is from 10pm-1am. Call 315-345-4037.

Craigslist post ID: 5830115612 10/15/16

### **PREP/LINE COOK (DUNDEE, NY)**

- The FLX Wienery is looking to hire a hardworking and compassionate individual who can maintain quality work in a fast paced environment, with a great team. The position can be either full-time (35-40 hours/week) or part time (~20 hours/week). If interested Please email, call or stop in and fill out an application. Craigslis post ID: 5827309212 10/13/16

### **WAITSTAFF (WATKINS GLEN, NY)**

- Jerlando's Ristorante & Pizza Co. currently has Wait staff job openings in our downtown Watkins Glen location. FULL TIME WAITSTAFF \*emphasis on\*: Lunch & Dinner - Full Availability, Cleanliness, Punctuality, Team Player. The job requires reliable transportation, ability to work mornings, nights, and weekends. Apply ONLINE AT: [www.jerlandospizza.com](http://www.jerlandospizza.com). Follow Watkins Glen link: [www.jerlandospizza.com](http://www.jerlandospizza.com) or call or text Andrew directly to setup an interview 607-742-9016. Craigslis post ID: 5826821299 10/13/16

### **PRODUCTION/ELECTRICAL (DUNDEE, NY)**

- Looking for good candidates with some electrical experience preferred, wiring, harness. Any installation so using hand and/or power tools, fine motor skills or lamination experience. Good work history is a must. Great company to work for please respond with your name and phone number along with a resume. Our admin with call you to schedule an appointment for an interview as well as give you instructions on how to apply. Craigslis post ID: 5826449072 10/13/16

### **DISHWASHER (GENEVA, NY)**

- Kindred Fare is looking for an experienced dishwasher to join our team. Prep cook experience a plus. Please email your past work experience and your availability and we will get back to you if interested. Craigslis post ID: 5823374638 10/11/16

### **GENERAL LABORER/ELECTRICAL (PENN YAN, NY)**

- Looking for good candidates with some electrical experience preferred, wiring, and harness. Any installation so using hand and/or power tools, fine motor skills or lamination experience. Good work history is a must. Great company to work for please respond with your name and phone number along with a resume. Our staff will call you to schedule an appointment for an interview as well as give you instructions on how to apply. Craigslis post ID: 5823290799 10/11/16

### **TRAFFIC CONTROL FLAGGERS (GENEVA, NY)**

- Several traffic control flaggers needed immediately for local utility. Prefer experience but will train and certify dependable and motivated individuals. Must have own transportation to get to different work sites. Must be physically capable of working in all-weather circumstances. Women and retirees encouraged to apply. Please call 585-393-9250 for immediate consideration. Craigslis post ID: 5823123338 10/11/16

### **VEHICLE BODY PAINTERS (PENN YAN, NY)**

- Have you ever done body work on fiberglass? If yes, we are looking for you. Great Company with great benefits. Will consider minimal experience. HSD or GED and pre-employment DS. Growing company with openings on first and second shift. Respond with a Resume today! Craigslis post ID: 5823114278 10/11/16

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

- Production Welders needed for a growing company. Due to new contracts you can have the opportunity to land a new job. Welding experience required. 40+ Hour Work Weeks. First and second shifts. Must pass DS and possess a HSD or GED. Pay \$13 and up DOE. Great company with great benefits. Respond with a resume. We are interviewing this week. Craigslis post ID: 5823108332 10/11/16

### **PRESS OPERATOR (NEWARK, NY)**

- Press operator needed for full time position. Will train someone with manufacturing experience. Must be able to lift 20 to 40 lbs consistently throughout the day. Mon-Fri 6am - 2:30pm. Craigslis post ID: 5822108311 10/10/16

### **LINE/BANQUET COOK (GENEVA, NY)**

- Seeking Line/Banquet Cook. Positions are part time & weekends at this time. Experience preferred but not necessary. Restaurant at American Legion, working for new Food Service Contract Management Company. Craigslis post ID: 5815215706 10/6/16

### **WAREHOUSE/FORKLIFT (PENN YAN, NY)**



- Warehouse, computer skills and forklift experience required. 1st shift position, 40 hours/week Monday through Friday. Respond by email with your name, phone number and resume and I will have my staff call to schedule an interview with you. Craigslist post ID: 5814258746 10/5/16

### **MACHINE DESIGN ENGINEER (DRESDEN, NY)**

- Abtex Corporation is in need of a machine design engineer to support their growing company and help direct the future of the custom equipment they build. They offer competitive compensation, a full range of benefits and a supportive work environment. Send your resume to: [sales@abtex.com](mailto:sales@abtex.com). Craigslist post ID: 5813481338 10/4/16

### **ASSISTANT DISTILLER (PULTENEY, NY)**

- New distillery in Pulteney NY looking for help on the distilling floor. Candidates need to be able to read different types of measurement instruments as well as temperature gauges. Ability to lift 100 pounds and maneuver 170 pounds repeatedly, stay on your feet for several hours at a time, and work in and around hot equipment in a wet environment. Flexibility to do whatever is needed to get the job done and understanding of the proper handling of hazardous materials. Must be at least 21 years old, be able to secure fork truck certification and have clean driving record. Part time position will start at \$12/hr with ability to earn performance bonuses. Position could become Full Time. Interested individuals should fax resume to 855-688-7537 or email. Craigslist post ID: 5813419688 10/4/16

### **DISHWASHER (GENEVA, NY)**

- The Belhurst Castle is looking for full time and part time dishwashers for immediate hire. Interested applicants can apply in person at the front desk, or respond with contact information to schedule an interview. Craigslist post ID: 5812676345 10/4/16

### **SNOW REMOVAL (GENEVA, CANANDAIGUA, WATERLOO)**

- Lakeview Lawn and Landscape, Inc. is still looking to fill many positions for the winter. If you are interested in making extra money this winter please contact us. The following positions are available: SHOVELERS, SNOW PLOW DRIVERS, CDL SALT TRUCK DRIVERS, HEAVY EQUIPMENT OPERATORS. Candidates must be 18 + years old, have a clean and valid driver's license, have dependable transportation and own a cell phone. Must be able to pass a drug screen as well. Prior experience in a plus but not required. These positions have the possibility of long and sporadic hours, and applicant must be on call 24/7. Earn a bonus for great attendance at the end of the season. Reply with resume and contact information. Craigslist post ID: 5770689384 10/4/16

### **DIRECT SUPPORT PROFESSIONAL (GENEVA, NY)**

- Direct Support Professional for non-profit organization. Residential homes that provide care for individuals with mild to severe disabilities. Specializing in giving quality care and individual independence and support. Come join our team. Lochland School Inc., 1065 Lochland Road, Geneva, NY 14456. Contact Joelle Davis @ 3157895205 ext. 351. You can stop in or download application online @ lochlandschoolinc.org. Craigslist post ID: 5807945114 10/1/16

### **AUTOMOTIVE MECHANIC (GENEVA, NY)**

- Seeking additional Auto mechanic for used car lot / collision repair shop. Must have own tools & experience. Vacation, benefits. Clean, friendly working conditions. Call Geneva Coach Inc., 315-789-9809. Craigslist post ID: 5782816860 10/1/16

### **CLASSROOM SUBSTITUTES (PENN YAN, NY)**

- Pro Action's Head Start Program is seeking applications for Classroom Substitutes in Head Start/UPK classrooms in the Penn Yan School District. **Responsibilities:** Substitute staff will work as part of the classroom team to provide a safe and healthy classroom, following Head Start Performance Standards and New York State Office of Children and Family Services Day Care Regulations. **Qualifications:** Qualified individuals must have experience with young children, a positive attitude, the ability to work as part of a team, and the flexibility and availability to work on an as-needed basis. **To Apply:** Please submit a letter of interest, resume, and a completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org). Workforce Development 10/12/16

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

- Silgan Penn Yan is seeking experienced Maintenance applicants that have been responsible for performing hydraulic, pneumatic, and electrical tasks preferably on molding machinery. Mechanical Experience required. Experience troubleshooting logic I/O. Familiarity with solid state components. Proximity switches NPN, PNP, inductive and capacitive proximity switches and sensors. Previous training in Maintenance occupation. Interested candidates should possess their own hand tools. Electrical Knowledge of wiring methods and materials including the National Electric Code as reference. Electrical/Electronic- Ability to read and interpret electrical schematics and relay ladder logic diagrams while troubleshooting. Hydraulic Experience – Ability to read and interpret hydraulic schematics while troubleshooting and familiarity of basic hydraulic symbols. Past history of working on hydraulic equipment repairing directional control valves, cylinders, vane pumps and motors. Salary: D.O.E. Health Benefits, Paid Vacation, and 401K Plan. Email Resumes to: [taylor.stratton@silganplastics.com](mailto:taylor.stratton@silganplastics.com)  
Workforce Development 10/14/16

**ADECCO- OPEN RECRUITMENT**

- Wednesday, 11/9/16, 9:00am - 11:00am for Entry Level as well as Skilled Manufacturing positions in, Newark, Macedon and other Wayne County locations. Positions also available in Geneva and Canandaigua. Finger Lakes Works Career Center/ NYS Department of Labor, 1519 Nye Road, Suite 601, Lyons, NY 14489.  
Workforce Development 10/26/16

## November 2016

### November 2016: Yates County Workforce Development Calendar of Events

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

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	HSE: 9am-12pm	1 Monthly Exempt Meeting: 11am-12pm  DSS Orientation: 1:00pm @ WFD	2 HSE: 9am-12pm Self-Sufficiency Assess.: 1:30pm-3:30pm	3 DSS Orientation: 1:00pm @ WFD	4 Employment Skills: 9:15am – 12:15pm	5
6	HSE: 9am-12pm	8 DSS Orientation: 1:00pm @ WFD	9 HSE: 9am-12pm Self-Sufficiency Assess.: 1:30pm – 3:30pm	10 DSS Orientation: 1:00pm @ WFD	11 Veteran's Day! Office Closed	12
13	HSE: 9am-12pm	15 DSS Orientation: 1:00pm @ WFD	16 HSE: 9am-12pm Self-Sufficiency Assess.: 1:30pm – 3:30pm	17 DSS Orientation: 1:00pm @ WFD	18 Employment Skills: 9:15am – 12:15pm	19
20	HSE: 9am-12pm  Training Options: 1:00pm @ WFD	22 DSS Orientation: 1:00pm @ WFD	23 NO HSE Self-Sufficiency Assess.: 1:30pm – 3:30pm	24 Thanksgiving! Office Closed	25 Office Closed	26
27	HSE: 9am-12pm	29 DSS Orientation: 1:00pm @ WFD	30 HSE: 9am-12pm Self-Sufficiency Assess.: 1:30pm-3:30pm			

**\*Notes:**

\*HSE: High School Equivalency

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

**"Options Workshop"**

An online presentation/discussion using Google Group

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

#### **NEED HELP WITH CHILDCARE COSTS?**

- Working parents in Yates County may take advantage of a financial assistance program to help with the cost of childcare. The program operates on a sliding fee scale with the parents sharing the cost. Families must meet income and other eligibility guidelines. Currently, a family of two can make up to \$31,460 gross annual income while a family of four can make up to \$47,700 gross annually. Child Care Subsidy may be used for child care provided by a registered or licensed child care provider or a relative or a friend. All providers who are not registered or licensed must be approved. To apply or seek more information regarding the child care subsidy program contact Julie Foster at (315) 531-3411. Yates County Department of Social Services 417 Liberty Street Suite 2122, Penn Yan NY 14527.

*del*LAGO RESORT●CASINO Timeline

**HAVE YOU CONSIDERED A CAREER IN THE CASINO BUSINESS?**

Previous casino-industry experience is not required, but a friendly, positive attitude is a must!

*del*LAGO's Continuous Recruitments

- Generations Bank, 20 E Bayard Street, Seneca Falls, NY 13148 (Employment Center)
- Mondays 2-6 pm, Wednesdays 7-11 am & Saturdays 9-12 pm.

Upcoming Recruitments

- **Destiny USA**, Syracuse; Tuesday, October 4<sup>th</sup> from 3-6 pm
- **Lyons Career Center**; Wednesday, October 5<sup>th</sup> 9–11am
- **Geneva Career Center**; Thursday, October 6<sup>th</sup> 11–1 pm
- **FLCC (Atrium)**; Tuesday, October 18<sup>th</sup> 2pm (pending closing time)
- **SUNY Oswego**; Wednesday, October 19<sup>th</sup> 4–6pm

Current Recruitment

Accounting/ Finance:	Accounts Payable Supervisor/ Casino Controller / Financial Controller / Payroll Representative
Casino Cashiering:	Director of Cage Operations
Food & Beverage:	Executive Chef – Buffet and Vine / Executive Chef – Portico / Beverage Manager, Casino and Vine /Director of Food and Beverage / Pastry Chef / Portico Restaurant Manager / Restaurant Manager Farmers Market Buffett
Information Technology:	Network Security Manager
Maintenance:	Director of Property Operations /Warehouse Manager / Warehouse Receiving Attendant
Marketing:	Director of Entertainment / Vice President of Player Development
Security:	Security Shift Manager /Security Officer/ Security EMT Officer/Security Supervisor
Slot Operations:	Slot Technician Supervisor / Slot Technician / Slot Shift Manager
Table Games / Poker:	Table Games Pit Manager /Table Games Shift Manager/ Table Games Supervisor –Box Person/Table Games Dealer

Priority Recruitment Efforts: **Dealers, Security, Surveillance and Slot Techs**

ADDITIONAL INFORMATION – Dealer School

- Date: November 28<sup>th</sup>; School is 6 to 10 weeks 5 days a week/4 hours a day
- Three sessions: 8 am -12noon or 1-5pm or 6-10 pm
- Cost: You put in the time, we'll pay you at NO COST

October

- Dealers, Security, Surveillance and Slot Techs; Warehouse Positions

November

- Open Houses #2: If you missed the 1st Open Houses, you are invited to interview us again! Ask questions about our casino services, departments, jobs, benefits and team member culture.

December

- Table Games: Dealer School #2 Starts
- Food & Beverage Management: Restaurant, Beverage and Culinary Leaders
- Accounting: General Ledger, AP, AR

January 2017

- Food and Beverage: Wait Staff, Cooks, Stewarding
- Security: All Staff □□
- Casino Cashier
- Casino Hosts: Player Card Representatives and Hosts
- Facilities Maintenance & Cleaning: Engineers and Cleaning Pros
- Entertainment Support: Box Office, Stage Crew, Technicians

May & June 2017

- Hotel and Spa: Front Desk, Housekeeping, Spa Specialists

Please watch our website [www.dellagoresort.com](http://www.dellagoresort.com) , LinkedIn, Facebook and Twitter for job postings, open houses and job fairs.



*del* **LAGO**  
RESORT • CASINO

# **JOB FAIR**

**Now hiring:**

CASHIERS | COOKS | SOUS CHEFS | BAR STAFF | WAIT STAFF  
RESTAURANT MANAGERS | HOSTS/HOSTESSES | STEWARDS  
DEALERS | SLOT ATTENDANTS | MAINTENANCE | CAGE TELLERS

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**Wednesday, November 9 | 4pm-6pm**

Lyons National Bank Community Room  
205 Liberty Street, Penn Yan, NY, 14527

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**For more information or to apply visit [delLagoResort.com](http://delLagoResort.com)**

del Lago Resort & Casino is an equal opportunity employer.