

Visit our website weekly for updated job leads! Updates available by noon on Mondays. www.yatescounty.org/wfdjobs

Yates County Job Leads July 27, 2020

AUTOMOTIVE/DRIVERS

Diesel Mechanic (Dundee, NY)

- Cardinal Disposal has a fleet of over 15 trucks that need maintenance, roadside assistance and repair. We are looking for a full-time, experienced diesel mechanic that has knowledge in repairing multiple brands, understands all systems of a diesel truck including engine repair and rebuilding, cooling, braking, transmissions, suspension, diagnostics, electrical and safety components. We will train you on the workings of the actual trash compaction units and hydraulic components. Pay: \$40,000.00 - \$60,000.00 per year. Experience: Preferred - Driving: 2 years; Diesel Mechanic: 2 years; Diesel Technician: 2 years; Mechanic: 2 years; Military/Mechanical: 1 year. Skills: Diesel Engines; Mechanic experience. To apply go to: www.cardinaldisposal.com.
Workforce Development 7/23/20

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 or stop in at 635 Shannon Corners Road, Dundee. Give us a call 607-243-7568.
Workforce Development 7/23/20

Head Bus Driver (Penn Yan, NY)

- Penn Yan Central School has an opening for Head Bus Driver. Minimum Qualifications: Graduation from high school, and two years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment or experience in the coordination of a transportation program which shall involve any of the experience stated above. Special Requirements for Acceptance of Applications: Possession of a valid NYS Class B, with PS endorsement, license at time of appointment, and maintenance of such license throughout the tenure of employment in the position. Possession of 19A Examiner Certification and be a School Bus Driver Instructor preferred. Note: Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education and be eligible for NYS Civil Service appointment as a Head Bus Driver. Salary: \$40,000 per year (12 month position, 7.5 hours per day). Application Deadline: August 5, 2020. Anticipated Start Date: ASAP. Application Procedures: Interested candidates should submit an online application at <https://pennyan.recruitfront.com/> and also complete a Civil Service Application with the Yates County Personnel Office, located at 417 Liberty Street, Penn Yan, NY. This is a competitive Civil Service position. Examination date is TBD. Candidates may learn more about the Penn Yan Central School District on our website at www.pycsd.
Chronicle Express 7/22/20

Auto Mechanic (Penn Yan, NY)

- Polmanteer Auto Service Center is looking for a motivated technician with a great attitude to join our team. Great pay, health insurance and retirement. This is a full-time position. Go to our Facebook page to apply. Facebook 7/12/20

CUSTOMER SERVICE/SALES

Floral Designer (Penn Yan, NY)

- The Flower Cart and Gift Shoppe is looking for a part-time floral designer to work in a relaxed, fun loving environment. To apply please go to our Facebook page and click on Apply Now. Facebook 7/21/20

Shift Leader (Penn Yan, NY)

- Kwik-Fill is seeking a Shift Leader. Overview: The Shift Leader position is to develop them to become Assistant Manager's and assist the location Manager and Assistant Manager in the operations of the store, as well as help in the developing of new Cashiers/Attendants. The Shift Leader will be able to assist and step in to the Assistant Manager role in the absence of the Manager or Assistant Manager with the day-to-day responsibilities of operating the store within the specific guidelines described by the operating policy. Responsibilities: Personnel – The Shift Leader will assist in the training and motivation of all store personnel. Store Operation – Shift Leader is responsible for management of the second shift as described by the operating policy. For a complete list of Duties and Responsibilities and to apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=107f09073e2c1359> Indeed 7/21/20

Cashier (Penn Cashier (Penn Yan, NY)

- Kwik-Fill has an opening for Cashier. Overview: The Cashier/Attendant, in the absence of the Store Manager and the Store Assistant Manager, is responsible for operating the store within the specific guidelines described by the operating policy. Essential Job Functions (listing most important first): Customer Service/Suggestive Selling; Accurate operation of registers; Stock, clean, and maintain a safe work environment; Complete shift paper work. Responsibilities: The Cashier/Attendant will promptly and courteously serve all customer needs inside the store and monitor the activity of all motor fuel customers. For a complete list of Responsibilities and to apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=a72af0eb89b479ab> Indeed 7/21/20

Store Associate (Penn Yan, NY)

- Now Accepting Applications. TOPS offers a variety of opportunities at our numerous stores throughout New York. Whether your interest is a cashier, a stock clerk, bakery or deli clerk, meat cutter, cake decorator, or a position in a variety of other departments. To apply go to:
<https://recruiting.adp.com/srccar/public/RTI.home?d=EvergreenCareerSiteTops&c=1139107&fbclid=IwAR3fdDUhpJxcao1AbiBQl4tKLorhuVB5audAJeApUkvzWBQcMTgb0cg5PTy> Workforce Development 7/21/20

Various Positions

- Did you know WALMART is accepting applications during CORONAVIRUS? WALMART WANTS YOU TO APPLY! Check with your local Walmart to find the opportunities available and to apply. <https://careers.walmart.com/> Workforce Development 7/21/20

Clerk/Cashier Dundee, NY)

- Dandy Mini Marts, Inc. has an opening for Clerk/Cashier. Job Summary: 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://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=7d67142e210b764f> Indeed 7/15/20

Pharmacy Clerk/Technician (Dundee, NY)

- Water Street Pharmacy is seeking a part-time Pharmacy Clerk/Technician. Duties and responsibilities include, but are not limited to, running the cash register, checking in inventory, assisting the Pharmacist, answering telephones, cleaning. General math skills are essential. Pay: \$11.80 per hour. COVID-19 considerations: To keep our employees as safe as possible, we wear face masks and sanitize the counter after every customer. We require that health survey and temperature be taken at the start of each shift. We require that all customers who enter wear a face mask. To apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&ts=1594045246953&pts=1593178205037&rs=1&fromage=las&t&advn=7256109856200028&vjk=eb9e55f7e3b07ef6> Indeed 7/7/20

Customer Service Associate (Penn Yan, NY)

- Walgreens has openings for Customer Service Associates. Engages customers and patients by greeting them and offering assistance with products and services. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). For a complete list of duties and to apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=470cfc845dc8d0a9> Indeed 7/2/20

EDUCATION/SCHOOLS

Teachers (Rushville, NY)

- Marcus Whitman Central School District is seeking two elementary Teachers for grades 3-5. Job Qualifications: Must have dual certification. To apply go to: <https://www.indeed.com/jobs?q=teacher&l=Finger%20Lakes%2C%20NY&vjk=43d0d9fe2a55c799> Application Deadline: 08/04/20. Indeed 7/23/20

Teacher Assistant (Hammondsport, NY)

- Hammondsport Central School District has an opening for a Teacher Assistant. The district is looking for a motivated and dedicated teaching assistant capable of providing instruction and support in the core academic subjects in an inclusive setting and in small groups. The individual should be able to directly support the success of students in the junior high and senior high general education classrooms, as well as in the learning centers. The individual will work under the supervision of the 7-12 special education teachers. Please make sure to complete an application by clicking here for this job posting. <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=07dc6be98fc550e9> Indeed 7/21/20

Teacher Aides (Rushville, NY)

- Anticipated Teacher Aides needed throughout the Marcus Whitman Central School District. The work involves responsibility for relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. The duties and responsibilities may vary at different grade levels. The work is performed under the general supervision of the School Principal or a member of the teaching staff. Does related work as required. Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma. Yates County Civil Service Job Description is posted under job qualifications. For a complete job listing and to apply go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=55f87b783a72c67e> Indeed 7/16/20

English Teacher – High School (Penn Yan, NY)

- Penn Yan Central School District has a full-time English Teacher position available at the High School level. Job Qualifications: NYS ELA Certification. Position Start Date: 09/01/2020; Application Deadline: 07/26/2020. To apply go to <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=5f207a9dc5511f31> Indeed 7/16/20

Substitute Teachers (Rushville, NY)

- Marcus Whitman Central School District has openings for daily Substitute Teachers in the High School building, UPK-2 building and grades 3-5 building. To apply go to: <https://www.indeed.com/jobs?q=teacher&l=Finger%20Lakes%2C%20NY&vjk=a3a0c38a65e204d6> Application Deadline: 08/04/2020. Indeed 7/15/20

Student Involvement Assistant (Keuka Park, NY)

- Keuka College has an opening for a Student Involvement Assistant. The Student Involvement Assistant is a 12-month part-time position that provides support for offices within the Division of Student Life. Specifically, working with the Office of Intercultural Engagement, Office of Student Activities, and Center for Interfaith Engagement, under the direction of the Assistant Dean & Director of Intercultural Engagement. The position involves working as a member of the Student Life team and assisting with the planning and implementation of New Student Orientation, International Student Orientation, provide oversight and management of Student Senate, clubs and organizations, student leadership development programs, and supervising student leaders. Office hours are flexible but will include some daytime hours and possible evening/night commitments. Minimum Qualifications: Bachelor's Degree required. Strong cross-cultural skills and commitment to broadening the global perspective of self and Keuka College. Strong computer skills, including advanced proficiency in MS

Office suite of products, including Excel, Word and PowerPoint. For a complete list of Essential Responsibilities and to apply go to: <https://nlx.jobsyn.org/06b9c72cbc1e44d58fb66c53f95a41ee161>. OSOS 7/15/20

Adjunct Instructor of Education (Keuka Park, NY)

- The Division of Educational Studies at Keuka College seeks an adjunct instructor to teach the freshman introductory education course EDU 105 Introduction to Education. The instructor will be responsible for teaching a course, 3 hours of class per week beginning Monday, August 24, 2020, until the end of the semester, as well as other duties such as office hours, course preparation, and student assessment. Experience in K-12 classrooms and a graduate-level degree in education (Masters) is required. The EDU 105 course is a freshman-level course offered in the daytime, availability to teach this course in the 8:00 am-11:00 am time slot is strongly preferred. For a complete list of Responsibilities, Qualifications and Requirements and to apply go to: <https://nlx.jobsyn.org/178c0c7d55a441eda4df83d51804bd7a161>. OSOS 7/14/20

HEALTHCARE/HUMAN SERVICES

Various Positions

- UR Medicine Thompson Health has an opening for **ED Representative/Tech**. This position is full-time. Day/Evening/Night. They also have an opening for **Environmental Service Aide**. This position is full-time. Evening/Nights/Weekends/Holidays. For more information on these positions and other opportunities, please go to: UR Medicine Thompson Health Careers @ www.thompsonhealth.com. Workforce Development 7/17/20

Health Educator, Reproductive Health (Penn Yan, NY)

- Primarily based in the Penn Yan/Bath area. This position is a full-time, grant-funded opportunity restricted to 36 hours per week. May be required to float to multiple sites. Communicating important information on sensitive topics. Would you like to talk and inform our community about reproductive health? Are you interested in working with a wide array of people, including teens and adults to find solutions to the reproductive health issues they face? As a Reproductive Health Advocate, you'll be responsible for providing and facilitating educational programming and counseling on the importance of family planning services, prevention of sexually transmitted infections (STI), and many more sensitive, yet important topics. A Reproductive Health Advocate is a vital part of Finger Lakes Community Health – one of the fastest growing health centers in New York State. With eight health centers and over 28,000 patients, we provide primary care, dental, telehealth, and behavioral health services. If you have the following additional qualifications, we encourage you to apply. Additional qualifications: In depth knowledge of social media as marketing and education tool. Ability to multitask. Creative personality that works well independently and with others of many cultural diversities. Outstanding organizational skills and attention to detail. Strong interpersonal skills and the ability to build relationships with personnel, patients, and community partners. Proven ability to handle confidential information with discretion. Excellent customer service and problem-solving skills. The ability to work flexible hours - some evenings are required. Superior communication skills. A valid New York State Driver's license in compliance with FLCH Driving Policy. The ability to communicate fluently in both Spanish and English preferred. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=1458a72cd4182bd9>

Indeed 7/8/20

Pro Action of Steuben and Yates – Multiple Positions

Part Time Opportunities

- Part Time Bus Driver
- Center Based Home Visitor – Penn Yan Area
- Senior Community Service Program

Substitute Opportunities

- Substitute Drivers

Temporary Opportunities

Full Time Opportunities

- Home Based Home Visitor – Bath Area
- Infant And Toddler Mental Health Consultant/Specialist
- Home Based Home Visitor – Hornell Area

For full descriptions and to apply for any of the positions listed above, please visit: <http://proactioninc.org/job-opportunities/>.
Workforce Development 7/24/20

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

- CNA LTC - Homestead
- ED Crisis Evaluator – SSH
- EMT Basic - SSH
- GPN – Job Fairs/School Recruitment – Homestead
- Housekeeping Aide - SSH
- Housekeeping Aide, Laundry - SSH
- LPN – Internal Medicine - SSH
- LPN – Lifecare Medical Associates
- LPN Physician Practice – FLH
- Medical Records Coder 1 – SSH
- Medical Technologist – SSH
- Nurse Manager LTC - Homestead
- Nutritional Services Aide – SSH
- Nutritional Services Manager - SSH
- Registration Representative – 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

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

Workforce Development 7/24/20

HOSPITALITY/RESTAURANT

Bartender (Penn Yan, NY)

- Top of the Lake Restaurant is looking for a Bartender. Must be able to work on weekends. To apply, please see our Facebook page. Facebook 7/21/20

Servers (Penn Yan, NY)

- The 18th Amendment is hiring Servers. Must be available to work Thursday, Friday and Saturday. Feel free to stop in at 7 Main St, Penn Yan; message us on Facebook; or call 315-694-7873. Facebook 7/17/20

Cooks/Wait Staff (Branchport, NY)

- The Valley Inn is still looking for Cooks and Wait Staff. MUST be reliable. Apply within at The Valley Inn Restaurant, 2862 Guyanoga Rd., Branchport. 315-595-2588 Facebook 7/17/20

Various Positions (Penn Yan, NY)

- Microtel Inn & Suites has the following positions available: Front Desk Agent * Night Auditor * Guest Services Manager * Executive Housekeeper * Houseperson * Assistant Executive Housekeeper * General Manager. For more information and to apply please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?l=Penn+Yan%2C+NY>. Indeed 7/16/20

Servers (Dundee, NY)

- Verasions Restaurant at Glenora Wine Cellars is seeking experienced Restaurant Servers. Part-time position available for a fast-paced, fun environment. Interested parties should contact Emily at 607-243-9500 or via email at emily@glenora.com. Facebook 7/16/20

Housekeepers (Dundee, NY)

- The Inn at Glenora Wine Cellars is seeking housekeepers to maintain our idyllic 30 room Inn overlooking Seneca Lake. This part-time, seasonal position requires teamwork, an eye for detail, and a positive attitude. Housekeepers will be responsible for cleaning and maintaining guest rooms and common areas. Interested parties should contact Missy via email at missy@glenora.com. Facebook 7/16/20

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://restaurantjobs.mcdonalds.com>. Worforce Development 7/9/20

Front Desk Associate (Dundee, NY)

- The Inn at Glenora Wine Cellars is looking for Front Desk/Reservation Specialists position for their 30-room luxurious Inn. Qualified candidates must have excellent customer service skills; be able to effectively and professionally communicate over the phone, in person and through the internet/e-mail; have the ability to multi-task efficiently; and can offer a good basic knowledge of computer skills including Microsoft Office. Also, they must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement. Positions are open immediately, including days, evenings and weekends. Job Type: Part-time; Pay: \$11.80 per hour. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=18a7c554bebd126f> Indeed 7/8/20

Front Desk Attendant (Penn Yan, NY)

- Penn Yan Hospitality Group (Best Western) has an opening for Front Desk Attendant. Job Summary: Represents the hotel to the guest throughout all stages of the guests stay in a positive and professional manner. This position is responsible for handling any and all guest interaction. They take reservations by phone and in person. They also check guests in and out daily. They handle all financial transactions with the guest, and solve or pass along any issues in relation to the guest. They work on hotel laundry, as well as setting up/cleaning up breakfast. Job Requirements: 1-2 years work experience in a customer service type position, preferably in a hotel or inn. Excellent customer service skills. Sales minded. All employees are expected to provide a High Hospitality Standard in Customer Service. Employees are responsible for correcting and reporting all situations that could adversely affect the customer's experience. Examples of this would be picking up garbage, cigarette butts, shoveling up snow from sidewalks, etc. Computer knowledge required. Ability to work a flexible work schedule necessary to support a 24x7 hospitality industry. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=10&vjk=3d1cd9075799d206> Indeed 7/8/20

Host/Hostess (Himrod, NY)

- Plum Point Lodge in Himrod, NY is looking for one host/hostess to join our 29 person strong team. We are located on 3482 Plum Point Road South. Our ideal candidate is a self-starter, punctual, and engaged. Responsibilities: Answering the phones and book reservations *Greeting customers and making them feel welcome *Estimating wait time for guests. Qualifications: Friendly and outgoing personality *Ability to listen and communicate effectively *Strong organizational and motivational skills. We are looking forward to reading your application. We have available shifts all days of the week. Compensation depends on your experience. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=d4691a3944ab73de> Indeed 7/7/20

Housekeeper (Himrod, NY)

- Plum Point Lodge in Himrod, NY is looking for one housekeeper to join our 29 person strong team. We are located on 3482 Plum Point Road South. Our ideal candidate is a self-starter, punctual, and reliable. Responsibilities: Sweep, scrub, mop and vacuum floors *Shampoo carpets, rugs and upholstery as needed *Empty trash receptacles and dispose of waste in designated area *Maintain health and sanitary requirements. ***Must be available weekends!*** Qualifications: Ability to manage time effectively to ensure completion of tasks *Knowledge of cleaning practices and procedure *Excellent communication skills with the ability to listen effectively *Ability to work quickly and efficiently under little supervision. We have available shifts all days of the week. Compensation depends on your experience. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=40&vjk=379001da92a160e8> Indeed 7/7/20

Line Cook (Dundee, NY)

- FLX Wiener's Dundee location is growing and we need an experienced Line Cook! We are looking for 1-2 candidates that can work weekends, part-time and full-time is available. The Dundee spot is open Thursday-Monday from 11:30-6 and we

OFFICE WORK/MANAGEMENT

Security Officer (Keuka Park, NY)

- Keuka College has an opening for Security Officer. Essential Duties and Responsibilities: Personally monitors either visually, electronically or audibly a variety of assigned areas, or grounds by working in a variety of assignments including but not limited to roving inside the facilities, roving in a vehicle, other locations deemed appropriate. Ensures own actions and those of others observe maximum level of safety and compliance. Will verbally de-escalate situations to ensure the safety of fellow employees, customers and clients. Examines doors, windows, and other areas of the store to determine they are secure. Reports and records data such as property damage, unusual occurrences, etc. in accordance with company policies and procedures. Warns violators of rule infractions and may apprehend or expel violators. Assists in properly responding to a variety of emergencies or disasters in order to preserve life and property, including but not limited to fire safety, active shooter protocol. May perform routine input or monitoring of safety and life support computer programs. May check heating, lighting, sprinkling, security, ventilation, fire, etc., systems to make sure they are operational. May also be combined with other position duties. For a complete listing and to apply go to:

<https://nlx.jobsyn.org/c31a31e342224bc09766852b113d09ef161>

OSOS 7/23/20

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. For a complete listing and to apply go to: <https://nlx.jobsyn.org/f89ead3f69a94fee85c0ba09a98a197e161>

OSOS 7/23/20

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 7/23/20

Teller (Penn Yan, NY)

- The Lyons National Bank has an opening for Teller. General Responsibilities: Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving function of the branch office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information and referring where appropriate. Basic Qualifications: Education/Training: A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Skill(s): Moderate reading, writing, and grammar skills; proficient analytical and mathematics skills; proficient communicative and interpersonal relations skills; proficient eye-hand coordination; ability to operate various office machines; basic PC and

keyboarding skills; ability to lift approximately fifty (50) lbs. of coin; visual and auditory skills. Experience: Three (3) to six (6) months related experience and/or training preferred. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=538202b453f04204>

Indeed 7/17/20

Site Manager (Penn Yan, NY)

- ODS Management Inc. is a growing company focused on the successful operation of affordable LIHTC/RD515 housing properties. ODS is currently seeking a part-time (15 hours per week) site manager for a 67-unit apartment complex in Penn Yan, NY. The ideal applicant will be dependable with good people skills. Hands-on experience and the demonstrated ability to successfully assist in the management of staff and overseeing day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, and annual tenant certifications. This position is "hands on" & requires the ability to interact with people on a daily basis, & in concert with the manager, residents and staff, keep a harmonious, cohesive atmosphere. REQUIREMENTS: Previous experience managing subsidized housing programs is preferred but not required. Flexibility, positive attitude, team orientation and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel, and Outlook) is a requirement, and familiarity with SIMPLY computer FHA software would be a big plus. A valid driver license is required, and the successful candidate must have a clean record and pass a criminal background check. We offer competitive pay commensurate with experience. Interested applicants should forward their resume and cover letter to Kelly Keller or fax it to 716-542-2111. Craigslist post id: 7163170636 7/21/20

Census Taker-Entry Level (Yates County, NY)

- Temporary census takers interview residents at their homes to obtain their census data. During this unprecedented time, the health and safety of Census Bureau employees and the public are the top priority. Requirements: Be at least 18 years old. Have a valid Social Security number. Be a U.S. citizen. * Have a valid email address. Follow state and local safety and health guidelines. Complete an application and answer assessment questions. (Some application questions are available in Spanish. However, an English proficiency test may also be required.) Be able to speak, read, and write in English (Bilingual applicants are needed and are encouraged to apply.) Undergo fingerprinting and pass a criminal background check and a review of criminal records performed by the Census Bureau. Commit to completing training. Be available to work flexible hours, which can include days, evenings, and weekends. *Noncitizens may be hired in certain circumstances. Consistent with law, the Census Bureau will hire noncitizen translators as census takers if there are no available citizens who can be hired with the necessary language skills. Noncitizen translators must be legally entitled to work in the U.S. and will be hired on an as-needed basis during 2020 peak field operations. Census Bureau recruiting and hiring systems will be updated in a manner consistent with this approach. Salary: The Census Bureau offers competitive wages that are paid weekly. Authorized expenses, such as mileage, are reimbursed for employees doing fieldwork. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&advn=3434298217255973&vjk=70910754b50d1f87>

Indeed 7/8/20

Customer Care Representative (Penn Yan, NY)

- Finger Lakes Premier Properties, the largest lakefront property manager and real estate sales company in the region, is currently seeking to fill a Customer Care Representative position in Penn Yan, NY. The ideal candidate will have dispatching experience in addition to customer service. They will be able to adapt to new work situations, people, ideas, procedures, and organizational structures, in order to accommodate an evolving work environment. The Customer Care Representative provides administrative and dispatching support to the Property Services Department of services workers including Zone Leaders, Housekeepers and Maintenance Technicians based on service orders, reservations and need. Provides cost-effective measures and logistics while dispatching staff in a timely and effective manner. Provides administrative support to the Property Services Department as needed. Responsible for logging and managing daily incoming phone calls and dispatch information accordingly. Reviews all daily documentation to ensure issues are resolved in a timely manner. Manages daily phone calls. For a complete list of Duties & Responsibilities and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=53f2e9d0aa81ee2b>

Indeed 7/7/20

Owner Service Administrative Assistant (Penn Yan, NY)

- Finger Lakes Premier Properties has an opening for Owner Service Administrative Assistant. The Owner Services Administrative Assistant is responsible for general administrative duties in order to support the Owner Services Department. Creates and maintains an environment of continuous improvement. Responsible for continued learning with the goal to ensure excellence. Develops staff, exceeds customer expectations and supports continuous growth. Works collaboratively with all employees, guests, owners, and other FLPP stakeholders to support the company's goals through superior owner services. Education & Experience: Associate's Degree in related field preferred. Experience in a fast-paced,

customer-focused, service industry preferably in tourism. For complete details and to apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=60&vjk=cca7882ab73e303b>

Indeed 7/7/20

LABOR/AGRICULTURAL

Various Positions (Hall, NY)

- Growmark, Inc. (Seedway) has the following openings: Assistant to Director of Accounts Receivable; Customer Service Representative; Warehouse Laborer; Summer Laborer; Production Assistant; Conditioning Plant Operator; CDL Driver (Class A or B). For more information and to apply go to: <https://www.indeed.com/cmp/Seedway-LLC/jobs>. Indeed 7/23/20

Custodian (Keuka Park, NY)

- Finger Lakes Premier Properties, the largest lakefront property manager and real estate sales company in the region, is looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. It is the responsibility of the Custodian to support Finger Lakes Premier Properties' goals to protect and maintain our client's facilities, by providing superior property cleanliness and customer service, and to maintain a professional image at all times. Custodians are responsible for ensuring all established cleaning procedures and guidelines are followed; maintains a consistent, high quality cleaning service. Delivers personalized service that attends to our client's needs, and meets or exceeds all service standards. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. For a complete list of duties and to apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=60&vjk=c9c6cc17f66b7bd9> Indeed 7/21/20

Seed Lab Technician (Hall, NY)

- Seedway LLC is seeking a Seed Lab Technician. Conduct seed testing under company policy. 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. To apply go to <https://www.indeed.com/cmp/Seedway-LLC/jobs>. Indeed 7/16/20

Laborer (Penn Yan, NY)

- Roto Salt is currently accepting applications for positions in our Manufacturing plant. 40 hours per week plus opportunity for overtime. Please apply in person at Roto Salt. 118 Monell St., Penn Yan, NY 14527. Please bring two forms of identification with you. Craigslist post id: 7159020227 7/14/20

Groundskeeper (Penn Yan, NY)

- Finger Lakes Premier Properties has an opening for Groundskeeper. The Groundskeeper is responsible for maintaining the appearance and condition of grounds, athletics fields, walkways, and roads. Groundskeepers serve as a member of a work crew performing a variety of grounds maintenance, gardening, and manual labor duties. The position typically uses a variety of hand and power tools and equipment. The activities, tasks, and required equipment and/or vehicles operated will vary according to the season and individual needs of the campus. Education & Experience: High School Diploma and/or GED, or equivalent work experience. One year of relevant experience, preferred. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This role routinely is exposed to both a standard office equipment and external work environment. Must be able to work in hot, humid, raining, cold windy conditions. Exposure to different types of chemicals allergens such as dust, pollen, mold, etc. While performing the duties of this job, the employee is regularly required to use their hands in a repetitive motion, reaching, grasping, rotating, bending, walking, squatting, standing, and lifting in excess of 100 pounds. For complete details and to apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&fromage=last&start=20&vjk=15f8415915c45548>

Indeed 7/8/20

SKILLED/MANUFACTURING

Various Positions (Penn Yan, NY)

- Coach and Equipment is hiring for the following positions: 1st Shift Bus Assemblers; 1st Shift Welders; 2nd Shift Bus Assemblers; 2nd Shift Auto Body Paint Helpers. 1st shift is 6am - 2:30pm and 2nd shift is 2:30pm-11pm with some overtime available. New hires have a 90-day probationary period before receiving full time benefits. Benefits include health insurance, 401k, bonus, paid holiday and PTO. Skill sets we look for: Bus Assemblers: Basic carpentry experience. Welders: Mig Welding experience needed. For any position, candidates should demonstrate a willingness to learn a new trade, be able to work hard and be proud of the product you are making. If you are willing to work in a fast paced, team-oriented, safe environment, then stop by today and fill out an application at 130 Horizon Park Drive, Penn Yan, NY 14527 or download an application at this link: https://www.coachandequipment.com/.../Application_for_Employment.... Send the completed application or your resume to hr@coachandequipment.com. Workforce Development 7/21/20

Electrician (Keuka Park, NY)

- Immediate opening for Electrician or Electrician Helper. Experience in residential, commercial and industrial wiring installations. Full and part-time possible. Please email qualifications or call 315-536-2120 and leave a message. <https://fingerlakes.craigslist.org/trd/d/keuka-park-immediate-opening/7155143839.html> Craigslist post id: 7155143839 7/7/20

Various Positions (Penn Yan & Dresden, NY)

- Remedy Staffing has the following positions available: * Cleaner/Sanitizer * Painter/Undercoater * General Labor * Warehouse Associate * Welder * Warehouse Worker * Large Parts Assembly * Forklift Operators * Production Worker * Warehouse/Service Tech * Recycling Tech *. Apply today at www.remedystaff.com 315-781-6200. Workforce Development 7/24/20

KanPak - Multiple Positions (Penn Yan, NY)

- Package Handlers – All shifts
 - Parts Inventory Clerk – 1st shift
 - Project Engineer
 - Downline Packer - F/T - 3rd shift Production
 - Janitor/Housekeeper - 1st & 2nd shift
 - Junior Engineer
 - Maintenance Technician – 3rd shift – Food Plant
 - Production - Downline Packer - F/T – 1st & 2nd shift
 - Sanitation – Food Manufacturing – 2nd & 3rd 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 7//20

Job Leads for Surrounding Counties

Yates County Job Leads: 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/>

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.

Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
72735	Deputy Sheriff Youth Officer	PROM	08/14/20	09/26/20	APPLY

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

Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
HEAD BUS DRIVER - PENN YAN CENTRAL SCHOOL DISTRICT	08/05/20	APPLY
TEACHER'S AIDE - MARCUS WHITMAN SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION	07/24/20	APPLY

Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
YC-5	ACCOUNT CLERK TYPIST	CR	N/A	N/A	APPLY
YC-3	CLERK	CR	N/A	N/A	APPLY
19070	COMPUTER AIDE	CR	N/A	N/A	APPLY
18842	COMPUTER TECHNICAL SPECIALIST	CR	N/A	N/A	APPLY
YC-11	CUSTODIAN	CR	N/A	N/A	APPLY
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A	APPLY
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A	APPLY
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A	APPLY
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A	APPLY
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A	APPLY

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. For complete details and to apply, please visit: <https://www.yatescounty.org/203/Personnel>

Just a reminder, in order to be considered for employment or examinations applicants MUST submit an official Yates County Civil Service Application to the Yates County Personnel Office. Candidates who do not submit an official Yates County Civil Service Application will not be considered. To apply, please visit <https://mycivilservice.yatescounty.org/jobopps>.

NO CLASSES UNTIL FURTHER NOTICE

July 2020

July 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	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

***Notes:**

*HSE: High School Equivalency



Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph: (315)536-5140 & Fax: (315)531-3456

NO CLASSES UNTIL FURTHER NOTICE

AUGUST 2020

AUGUST 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	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

***Notes:**

*HSE: High School Equivalency



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**PENN YAN MANOR
NURSING HOME**

**EVENING SHIFT CNA
PART TIME LPN
PART TIME HOUSEKEEPER**

Must be able to work every other weekend.
Applicant must be able to successfully pass a
New York State Department of Health Criminal
History Background Check and urine drug
screen.

Interested applicants may apply online on
Indeed, on our website
www.pennyanmanor.com or print a paper
application from our website and mail it to:

655 North Liberty Street
Penn Yan, NY 14527
315-536-2311

WAYNE FINGER-LAKES BOCES
SPECIAL EDUCATION PROGRAM
IS HIRING

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**SPEECH
THERAPISTS**

**TEACHING
ASSISTANTS**

VISIT WWW.WFLBOCES.ORG/JOBS TO APPLY



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CAREER & TECHNICAL EDUCATION
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VISIT WWW.WFLBOCES.ORG/JOBS TO APPLY

APPLY NOW

Text **JoinNYSP** to
(518) 240-3959

Application deadline 9/13/2020



JoinStatePolice.ny.gov

Life is Too Short to Have a Boring Job!

The New York State Police is an Equal Opportunity Employer

CERTIFIED NURSING ASSISTANT CLASSES

Have you ever thought of starting a career in HealthCare?

This is a great opportunity to get started!

Finger Lakes Health will be offering a FULLY paid CNA classes.

Finger Lakes Health is a multi-institutional health system that provides a full range of acute and long term care health services to residents of the Finger Lakes Region in upstate New York.

Finger Lakes Health **will pay for you** to attend our CNA program and upon completion of the course you are guaranteed employment with us. All students will attend a 4 week training class.

If you would like to apply please visit www.flhealth.org search our career section which list all of our opportunities.

Please don't delay! Classes are filling up quickly and this is a great opportunity to work for an exceptional organization in the Finger Lakes Region.

Finger Lakes Health offers the following:

- **Competitive pay and benefits**
- **Generous amount of PTO**
- **Recruitment Bonus**

We have great opportunities in Geneva, Penn Yan and Waterloo.



Finger Lakes Health is an EOE