

YATES COUNTY WORKFORCE DEVELOPMENT

417 Liberty Street
Suite 2021
Penn Yan, NY 14527
315-536-5140



Yates County Job Leads December 31st, 2014

Please Visit Job Central <http://newyork.us.jobs>
Another great website to visit is www.indeed.com

“People forget how fast you did a job-but they remember how well you did it.”

Experienced Craftsperson (Naples, NY)

Diversified Contracting is seeking a skilled residential craftsperson to join our growing, quality oriented company. Immediate, full time openings now available. Be a part of our loyal team in the beautiful Finger Lakes region. Steady Work. Good Pay. Reliable transportation and a tobacco-free workplace a must.

Examples of Duties:

Constructs, repairs, restores and installs structures such as floors, doors, walls, windows, stairways, furniture, cabinets, shelves and roofs.

Installs locks, knobs, hinges, closures and other fixtures to structures.

Cleans equipment, shop area and work site area.

Skill Set Required:

Skills in the construction, repair, restoration and installation of wood or related materials.

Ability to estimate time and materials needed for assigned work projects.

Ability to accurately measure.

Ability to follow all safety regulations.

Ability to read blueprints and/or building sketches to prepare project layout.

Very comfortable and experienced with using all hand tools, equipment and materials common to the trade.

Knowledge of all applicable codes, standards and regulations.

For over 37 years, Diversified Contracting has been the premier contractor serving the Finger Lakes region in Western and Central New York. We offer solid construction solutions including structural renovations; jacking & leveling, foundations, basements, excavation; site preparation, remodeling, house & building moving, retaining walls, septic systems, utility installation, etc. hvgc5-4798941927@job.craigslist.org post id: 4798941927

C.L. 12/30/2014

LPN Needed- Shifts Vary- Penn Yan Manor Nursing Home is taking applications for: Licensed Practical Nurse (LPN), Shifts vary. Must have NYS license EOE, benefits. Send Resume to 655 N. Liberty Street, Penn Yan, N.Y. 14527 or stop by the business office to fill out an website at pennyanmanor.com, and mail att: Karen Walker, DON. post id: 4816121615 C.L. 12/30/2014

Coach and Equipment Manufacturing Corp. Penn Yan, NY. Accounts Payable Clerk. Seeking candidates for full-time Accounts Payable Clerk position. Individuals should have accounts payable background, preferably in high volume setting, good organizational skills, and be detail oriented. Associates degree or equivalent technical accounting training required. Works tasks include: Handling account payables, including matching invoices with receivers and PO's. Preparing checks for printing. Processing expense reports. Filing and other clerk work as assigned. Filing in for other office staff, including answering phones and greeting guests. Reply by mail or e-mail by sending submission of interest to: Steve Isaacs, HR Manager P.O. Box 36, Penn Yan, NY 14527. E-mail: sisacs@coachandequipment.com Respond by January 9th, 2015 C.A. 12/30/2014

LPN (Rushville, NY) LPN needed for a long-term care facility in Rushville, NY. Requirements: up to date LPN license, 1 year of experience, track. Experience gqwmq-4759936448@job.craigslist.org

post id: 4759936448 C.L. 12/30/2014

I am updating my list for motor and walk route adult carriers! To deliver the Chronicle Ad-Viser! Once a week! No Collecting! Excellent Earnings! Must have dependable insured vehicle! Either Saturday or Sunday! If interested please fill out form in Chronicle Ad-Viser and mail to: Chronicle Ad-Viser 138 Main St. Penn Yan NY 14527. C.A. 12/30/2014

Truck Drivers Wanted!! Experienced Drivers preferred. Lots of work! Call to talk with a recruiter at 855-883-5641. RN61110 C.A. 12/30/2014

INDEPENDENT CONTRACTOR- Wanted for Commercial, Industrial, & Agricultural Roof Restoration. Experience a plus, but not necessary. Seriously profitable. Full or Part-time. Call (812)-486-6405. RN61129 C.A. 12/30/2014

CDL Driver Needed! Must be 25-yrs of age with two years experience, clean record. Great pay, benefits, home on weekends. Call Fred (607)-522-4772 or (585)-314-5590 or email kjohn@empacc.net RN60609 C.A. 12/30/2014

Machine Operators (Penn Yan)

compensation: **10.00-12.25** Are you looking for a new job? We're looking for a Machine Operator for one of our local clients. Check out our job description below.

If this sounds like you, we want you to apply today!

This is an exciting opportunity to work for a local company! Whether you're looking for a new career, or just to hone your skills, apply with Select Staffing today!

Job Description:

Forms product by operating fabricating equipment.

Job Duties May Include:

- Determining sequence of operations by studying blueprints, specifications, and work orders.
- Preparing machine for production by positioning and securing dies, stops, guides, and turntables.
- Regulating machining by setting and adjusting controls.
- Producing parts by locating and marking reference points on work piece with rule, compass, template, etc.; positioning or aligning work piece against stops and guides or with die; operating equipment.
- Maintaining specifications by observing operations; detecting malfunctions; inspecting parts; adjusting controls; replacing dies.
- Resolving production problems by altering process to meet specifications; notifying supervisor to obtain additional resources.
- Ensuring operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintaining stock inventory by checking stock to determine amount available; anticipating needed stock; placing and expediting orders for stock; verifying receipt of stock.

Skills/Qualifications:

Manufacturing Quality, Controls and Instrumentation, Equipment Maintenance, Manufacturing Experience, Mechanical Inspection Tools, Decision Making, Tooling, Safety Management, Problem Solving, Judgment, Job Knowledge

- Need flexibility in your work schedule?
- Crave a high-pay, low-stress job opportunity?

- Want someone to cut through the noise and find the ideal job for you?

Join the Select Staffing team, and we'll get you on a new career path. From helping you tune up your resume to accelerating your skills with our computer training, we'll get you on the road to professional success!

Potential Select benefits include health insurance, dependent care assistance accounts, longevity and referral bonuses, and safety incentives, as well as the best temporary, part-time, and full-time positions available in today's growing job market.

Select is 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.

Call 315-781-6200 and ask for Mary

post id: 4817705609

C.L. 12/29/2014

Bar Manager (Belhurst Castle)

Looking for a mixologist who can also partake in ordering and inventory. Please email resume.

3qzjx-4822454601@job.craigslist.org post id: 4822454601 C.L. 12/29/2014

Cellar/Maintenance Worker Wanted. 15 to 20 hours/week during winter, full time spring through fall. Must have drivers license. \$9 per hour, will train. Pick up application at: Pompous Ass Winery 499 Rt 14 Rock Stream, NY 14878. Phone 607-243-9957 michael@pompousasswinery.com D.O. 12/31/2014

Maintenance Opening at KBP (FLEDC)

Full Time Maintenance Position Available: The position involves responsibility for performing routine maintenance tasks connected with the operation, maintenance, and cleaning of the buildings and grounds at Keuka Business Park and other Agency owned facilities/properties. Must have working knowledge of practices, tools and materials used in the minor maintenance and repair of buildings and equipment, grounds maintenance practices and techniques, as well as the safe operation and maintenance of various types of power equipment. Seasonal snow removal possible. The FLEDC is an equal opportunity employer, Interested parties should submit resume to the FLEDC at info@fingerlakesdc.com, or mail to 1Keuka Business Park, Penn Yan, NY 14527. 12/23/2014

Penn Yan Manor Nursing Home- Is seeking an MDS Coordinator. Must have prior MDS 3.0 Experience. Valid NYS RN License LTC Experience Required. Days, 40 hours a week occasionally Working weekends and covering as a charge nurse. We offer competitive benefits such as: Health, Dental and Life Insurance. Tuition Assistance, Paid Vacation and Personal Time. Recognition Bonuses, Paid Holidays and more! Please send Resume and Application to: 655 N. Liberty St, Penn Yan, NY 14527, fill out an application at the business office or print application from the web site: pennyanmanor.com C.A. 12/23/2014

Middle School Principal- Grades 6-8 (New Program) The successful candidate will have a unique opportunity to lead in the design and development of a new middle level program for the Addison Central School District. We are seeking a dynamic and energetic person of high character who is skilled, experienced and has the ability to... Go to: www.addisoncsd.org and follow the Employment link for complete details. RN61127. C.A. 12/23/2014

Dairy Milker (Rushville)

Milking 160 cows twice a day. 6/side

Job duties are milking and clean up afterward.

Hours Monday 4AM - 9AM

Wednesday 4AM - 9AM

Friday 4AM - 9AM

Sunday 4AM - 9AM and 2:30 PM - 6PM

Must be dependable and responsible person.

zbgfg-4812249050@job.craigslist.org

post id: 4812249050 C.L. 12/22/2014

Manufacturing (Penn Yan) Remedy Staffing in partnership with Coach and Equipment is seeking experienced manufacturing associates with wire harness experience.

If you are interested please call Mary at 315-781-6200 for more information.

Online applications can be filled out by going to www.remedystaff.com

Resumes and Interviews are required. post id: 4810444703 C.L. 12/18/2014

Accounting Clerk (Penn Yan)

Do you have an attention to detail? Do you have Accounts Payable experience?

If so, we have the position for you! This is an exciting opportunity for an experienced Accounts Payable Clerk for a local company!

Whether you're looking for a new career, or just to hone your skills, apply with Select Staffing today!

Job Description:

Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.

Job Duties May Include:

- Reconciling processed work by verifying entries and comparing system reports to balances.
- Charging expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Paying vendors by monitoring discount opportunities; verifying Federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; ensuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Paying employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintaining accounting ledgers by verifying and posting account transactions.
- Verifying vendor accounts by reconciling monthly statements and related transactions.
- Maintaining historical records.
- Disbursing petty cash by recording entry; verifying documentation.
- Reporting sales taxes by calculating requirements on paid invoices.
- Protecting organization's value by keeping information confidential.
- Accomplishing accounting and organization mission by completing related results as needed.

Skills/Qualifications:

Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analysis, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, General Math Skills, SFAS Rules.

Please submit an updated resume, if your skill set matches you will be call for an interview.

Call Mary today, at 315-781-6200

post id: 4810448063 C.L. 12/19/2014

Job Fair (Penn Yan Library) Remedy Staffing will be on site at the Penn Yan Library on January 2, 2015 from 10:00am - 12:00pm

Please join Remedy to start the New Year off as we ramp up placements in the Penn Yan area.

Please fill out the on line application before the 2 of Jan and call the office for your appointment.

Current Remedy employees can call the office to express interest in the positions.

Are you mechanically inclined? Do you have experience as a machine operator? If you have answered yes , please call Mary at 315-781-6200 to sign up today .

Hiring will begin the 1st half of the year. Must be open to work 1st, 2nd or 3rd shifts. Call today.

post id: 4811859336 C.L. 12/19/2014

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 or Call 1-800-882-7270 www.joannefullerlady.com CA 12/16/2014

FULL TIME HELP WANTED- A local establishment is looking for a full time Club Manager. Three years of restaurant management is required. Responsibilities include, but not limited to: managing & scheduling parties and staff (paid & volunteer); kitchen & bar management (pricing, ordering, food preparation); and budgeting & record keeping. Successful candidate has strong communication skills, is detailed oriented and knowledgeable in the use of QuickBooks, This is a salaried position. To apply for this position please send your resume to Club Manager, Post Office Box 271, Penn Yan, NY 14527. Please do not apply in person.
12/16/2014

ST. Michael School- Part time PE Job Opening St. Michaels School Penn Yan, N.Y. is looking for a part-time NYS-Certified Physical Education teacher. The position is available January 5, 2015, working three days of the week: Monday, Wednesday, and Fridays. The individual will also be responsible for recess duty and the end of the year field day. Individual is eligible for part-time benefits paid by employee. The initial application deadline is Friday, January 12th, 2015. Position is open until filled. Please email cover letter, resume, copy of certification, and names and phone numbers of three professional references to Mr. Jim Toner, SDA, Principal, St. Michael School, 214 Keuka St, Penn Yan, N.Y. 14527 e-mail: smpydcs@dor.org. C.A. 12/15/2014

Helper Wanted- Pay commensurate with knowledge, 315-290-2225 RN61087 C.A. 12/15/2014

“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 your future.

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.

December 2014
Yates County Workforce
Development Calendar of Events

<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
1 HSE: 9am-12pm Tabes: 10am-1pm WorkKeys: @ WFD	2 DSS Orientation 1:15@ WFD (TANF Applicants) VR-Access: 1:00	3 Workkey: 9am-12pm Self-Sufficiency Assess: 1:30pm-3:30pm HSE 9am-12Pm	4 DSS Orientation: 1:15 @ WFD (TANF Applicants)	5 Employment Skills: 9:15am-12:15PM
8 HSE 9am - 12pm Tabes:10am-1pm Training Options: 1:30	9 DSS Orientation 1:15@ WFD (TANF Applicants)	10 HSE 9am - 12pm Self-Sufficiency Assess:1:30pm-3:30pm	11 DSS Orientation: 1:15 @ WFD (TANF Applicants)	12 JRT: 12:30pm-3pm
15 HSE 9am - 12pm Tabes: 10am-1pm	16 DSS Orientation: 1:15 @ WFD (TANF Applicants) VR-Access: 1:00	17 HSE 9am - 12pm Self-Sufficiency Assess:1:30pm-3:30pm	18 DSS Orientation: 1:15 @ WFD (TANF Applicants)	19 Employment Skills: 9:15am-12:15PM
22 HSE 9am - 12pm Tabes: 10am-1pm	23 DSS Orientation: 1:15 @ WFD (TANF Applicants)	24 Office Closed @ 12:00 No Class	25 Office Closed	26 JRT: 12:30pm-3pm
29 HSE 9am - 12pm Tabes: 10am-1pm	30 DSS Orientation: 1:15 @ WFD (TANF Applicants)	31 Office Closed @ 12:00 No Class	January 1, 2015 Office Closed	January 2nd,2015 Employment Skills: 9:15am-12:15PM

Key

- **HSE- High School Equivalency**
- **Tabes- The Tabes test is conducted at the Literacy Volunteers of America @ 117 E. Elm St, Penn Yan NY 14527**
- **Monthly Exemption Meetings- Held every 3rd Wednesday of the month at Workforce Development**