



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS March 1, 2010
Web site: www.co.ontario.ny.us/workforce**

Accounts Payable: Full time. Phelps area. Professional Individual, must be detail-oriented and possess good communication skills. Invoice matching/coding, data entry, sales tax adjustments, switchboard backup. Must be knowledgeable in MS Office. Email resume to ewavrick@elderlee.com

Aqua Farm Associates: Two, full time day positions in Canandaigua. Seasonal, April-September. Ideal for a college student or a snow bird. Variety of duties, including care of aqua plants and accessories, eventual customer service and sales. Strong communication skills and pc skills. Some labor intensive duties. Interest or knowledge in fishery and/or biology helpful. For additional details on the company, visit www.willowpondaquafarms.com. Email resume to sales@willowpondaquafarms.com

Earthwork • Utility Installation • Asphalt Paving. • Concrete Work Spring Positions Available **Asphalt Paving Division Concrete/Masonry Division** Asphalt Superintendent Flatwork Finishers, Masons Experienced Screed Men Structural Concrete Rakers Laser Screed Operator Paver and Roller Operators Riding Trowel Operators Please apply in person, send resume or download our application at www.poolerenterprises.com Pooler Enterprises, Inc. 783 County Rd #42 Fishers, NY 14453 Phone: 585-924-5200 Fax: 585-924-5205 *We are a drug-free company. Pre-Screening is a company requirement. As a company we pride ourselves on the quality of our personnel - you represent us. Join a team that is setting the standard in the industry for technology, workmanship and capability. It's not just a job, it's a career. We offer competitive wages, a comprehensive benefits package, paid vacation and a 401K investment plan.

Assistant Community Manager: Brookside Apts, 30/32 hrs per week. Duties include compliance administration for housing programs, lease renewals, interims, wkly reports & support/back up for the Property Mgr. Must be organized, computer literate, enthusiastic & enjoy working with people. Competitive salary. Fax: 585-324-0558 Email: recruitment@coniferllc.com MUST Reference. Job # NY00.

Thompson Health is currently accepting online applications for: **Associate Educator, Patient Access Professional, Patient Account Representative, RN, Nutritional Services Associate, Environmental Services Aide.** Apply online www.thompsonhealth.com

New York Chiropractic College PT Openings Available **Athletic Center Building Supervisor and Administrative Assistant** for the Career Development Center For further details on these and other positions and how to apply please visit www.nycc.edu/About/NYCC_employment/Opportunities.htm NYCC is an equal opportunity employer. M/F/V/D

Night Auditor - Full time and part-time. **Breakfast Attendant** - Full time and part-time. **Evening Houseperson** - Full and part-time. **Maintenance** Full time All positions require flexible schedules, including weekends. APPLY ONLINE ON LY at: www.nchrjobs.com No phone calls or applying in person Hampton Inn & Suites, 7637 Rt. 96 Victor

AUTO TECH. Experienced, must have own tools, NYSI License helpful. Stever's Garage Seneca Falls 315-568-8353

Case Foam Fabricator: Superior Technical Resources is currently recruiting for our client in Victor. Cut foam to case and product specifications, Measuring of foam using appropriate measuring instruments, Apply adhesive to foam and insert into case. Pay rate \$11-12 hr based on experience. Paid holidays after 60 days of employment. 1 week paid vacation after 1 year of employment. Qualifications: High School Diploma required, Minimum 6 months of using measuring instruments, Minimum 1 year in reading schematics and drawings. Good mathematical skills is preferred. Email resume to: str.rochester@superior-sdc.com

Census Jobs: Hundreds positions available in our area. Available positions include: Census Takers, Crew Leaders, Crew Leader Assistants, Recruiting Assistants and Census Clerks. All candidates must be at least 18 years old. Pay starts at \$13.50 hour. Part and full time hours, very flexible. All candidates must complete a 28 question test. More information, including a practice test, is available at www.2010censusjobs.gov or call 1-866-861-2010.

Cleaner Needed at the YMCA Mainly Evening/Weekend Hours 15-25 Hours/Week • Benefit includes YMCA Membership We build strong kids, strong families, strong communities. Apply to Tim Edwards at Canandaigua YMCA 32 N Main St. • Canandaigua, NY 14424

Positions Available at Local B & B Experienced **Breakfast Cook** mornings and weekends Housekeeping and Check-In Host Must be able to work flexible hours, weekends & holidays. Experience in housekeeping preferred. Must have own transportation. Call (585) 396-0375 after 5:30pm

Cook: Three (3) full time openings. \$11.64 hour. Will need to obtain NYS lottery license. Assures quality, consistency and proper presentation. Oversees the area of the kitchen staff to assure productivity, consistency, quality and cleanliness. Maintains a clean kitchen and buffet area and enforces the State of New York's health codes. Cooks food to palatable taste following corporate specifications. Cooks food required for the day. Prepares for next event. Open and set up area on opening shift; break down of area on closing shift. Follow instructions from supervisors. Follow corporate specifications as outlined. Maintain kitchen equipment clean. Follow all NYS food safety guidelines. Maintains a safe work environment. Email: amartin@dncinc.com. Fax: 585-924-3967. Phone: 585-924-3232.

SUPPLEMENTAL DAY HAB COORDINATOR Cayuga County Exciting opportunity exists for the right candidate to oversee all aspects of a Day Habilitation program centered on creative expression! This person will coordinate activities and services for designated caseloads, ensure appropriate documentation of services, support the Director in the evaluation and training of staff and volunteers. Special attention will be given to those candidates who possess excellent writing skills, are interested in theater arts and performing, music, dance and fine arts, as this position will focus on assisting individuals in developing performing talents. Qualifications include Bachelor's Degree and 2 years experience working with persons with developmental disabilities or 5 years experience in theater arts; valid NYS Driver's license. Apply Seneca Cayuga ARC 1521 Clark Street Rd. Auburn, New York 13021 or jobs@sencayarc.org

Customer Account Representative: Support the company profit and service objectives by ensuring accurate and timely handling of customer orders, inquiries and concerns. Review orders for lead-time, product availability, and conformance to order policies. Serve as the facilitator between customer and other functional areas when requirements do not meet capabilities. BA/BS degree preferred or High School diploma and significant customer service experience in manufacturing environment. SAP experience a plus. Candidate must have excellent communication skills. Candidate must have excellent computer skills. Familiarity with Transportation, Production Planning, Warehousing, and Credit. Apply online at www.pactiv.com

Dental Lab Trainee: Could grow to full time. Must be able to read and understand varied work orders. Attention to detail a must! Must be able to stand for prolonged periods and lift 25 lbs unassisted. Apply in person, M-F, between 7-5pm at 13 Coy Street, Canandaigua.

Immediate Opening Skilled **Hardscape Professional** - 5+ years experience in paver, stone and wall construction, able to supervise crews. Must have valid driver's license. Mail resume to: Ted Collins Tree & Landscape 8000 Victor-Mendon Road Victor, NY 14564 Visit us online at: www.tedcollinst-l.com or call: 585-924-7105 x14 to set up an interview

Heavy Equipment Operators: Two (2) full time openings. Experience with backhoe, excavator, dozer and paving equipment. Send resume: 315-781-0897. Email: empirepaving@rochester.rr.com.

Kitchen Help All positions. In the Farmington area. Call 585-526-5225 & ask for Eric

Laborer: The Villages of Manchester and Shortsville are looking for a laborer to work in their Joint Sewer Plant. Temp to a possible permanent position. This position will require some heavy lifting and working with hand and power tools. Educational requirements are High School Diploma or equivalent. Possession of a NY State DEC Wastewater license is desirable. Wages will be \$9 to \$12 hour depending on experience. DEC license may increase starting pay. Please apply at the Village Hall in Shortsville, 6 East Main St. or Village of Manchester, 8 Clifton St.

The area's largest lawn maintenance company is seeking: **Lawn Mowing Crew Leaders & Laborers Landscape Crew Leaders & Laborers 3A Pesticide Technician/Applicator** Minimum 2-3 years commercial zero-turn mowing experience. Valid NYS Driver's License. Full time seasonal, potential for year round employment. Top pay, based on experience. Submit an application online www.qualitylawncare.biz/employment Honeoye, NY (585) 766-2405

LPN Needed. Per Diem Only Competitive wages. Please forward letter of interest and resume to: dwood@mendonpediatrics.com or fax to: 585-624-4829

Remedy Staffing is taking applications at the Wood Library 134 N. Main St., Canandaigua - Thurs., Mar. 4th, 10-11am **Machine Mechanics and Mechanical Assemblers Electrician** in a production setting able to wire panels and outlets **Production Shop Prefab Builders**, measuring and hand tools Call Remedy for all the openings, **315-597-6939** Apply online at www.remedystaff.com pick Palmyra Zip

MECHANIC WANTED Expanding Cub Cadet dealer seeking applicant to fill mechanics position. Candidate must have 2 years experience in OPE industry, knowledge in diesel engines, hydrostatic transmission, trouble shooting electrical. Applicant must be self-motivated. Bring resume, current work history to: DeWick Equipment 2241 Havens Corners Rd. Penn Yan 315-536-7968

Tariff Affiliates is an invoice payment consolidation, bill payment company that is looking for a team member who has **Microsoft Word/Excel skills**. This member will work on Tarisoft, a proprietary software of Tariff Affiliates. The work consist scanning and OCR solutions (experience not required) that will assist the Tariff Affiliates account managers with day to day operations in managing telecom and utility invoices from our clients. The candidate should have a good eye for reading errors from documents and help collecting and storing data from those invoices and documents. Interested person please call. Bob Calman 585-924-9200 x104

Part Time Night Auditor: Geneva. Part time - 16 hours per week. Sunday - Saturday from 11 pm - 7 am. Salary negotiable. Requires GED/High School. Will accept a trainee. Verify correctness of all posting for each department for the day's business. Close business for day and turn over to next day's business. Perform guest check in and out and all other quest service duties. Verify all postings, reconciling them to daily activity report for entire day's business. Reconcile food and beverage and make appropriate postings to respective accounts. Post room and tax. Complete cashier closeout and make deposit into safe. Perform steps outlined in procedures for night audit to complete day end. Print reg cards for morning shift/file in arrivals bucket. Prepare all direct billings for credit manager's review. Complete daily recap. Compile packets for GM, Controller, F&B Manager, Director of Sales and Marketing and any other reports for other departments as requested. Apply in person OR mail resume to Ramada Inn, 41 Lakefront Drive, Geneva, 14456.

Residential **PROGRAM NURSE** AT YATES ARC We are currently seeking an experienced Residential Program Nurse. The primary responsibility of this position is to provide medication supervision, consultation, direct nursing services to residents and training to staff. Education Requirements: NYS Registered RN. For more information, please contact: JoAnn Cuyle HR Manager, Yates ARC 235 North Ave. Penn Yan, NY 14527 315-536-7447 Complete job description, application and other employment opportunities are available at www.yatesarc.org

Rochester Computer Recycling & Recovery (RCR&R) has an immediate opening for a **PC and Laptop Bench Technician**. This position with RCR&R will provide an opportunity for you to gain more hands-on experience with a large variety of electronics including computers, servers, printers and laptops. As an RCR&R Technician you will be testing, troubleshooting, refurbishing, and repairing computers, servers, printers and laptops for our sales channels. Applicants should have PC troubleshooting and repair knowledge. Laptop experience is plus. Applicants must have experience loading Microsoft Operating systems. Applicants must also have laptop disassembly experience. Leading applicants will be required to demonstrate troubleshooting and repair techniques, ability to perform internet research and demonstrate the ability to locate the appropriate drivers, software and hardware required to refurbish and test the equipment for functionality. The Technician may also interact with other departments and must have good personal communications skills and a great attitude. Mail, email, fax, or post your resume to: RCR&R Employment, 7318 Victor-Mendon Road, Victor, NY 14564. Fax: 585-924-3841. Email: employment@rochestercomputer.com. Post your resume or submit an application online at <http://www.ewaste.com/jobopenings.php>. Or stop in to complete an application

Pizza Delivery Driver needed to work Thursday – Sunday Apply in person at Chew's Creekside Pizzeria 2630 Main St. Gorham, NY

The U S Postal Service is seeking a **Part-time Post Master Relief** for it's' office in West Bloomfield, N.Y. This is a non-career position which may not lead to a career position. Deadline: 2/15/10. Responsibilities include customer service and community relations, distribution of mail, and window services; and, accountability for sale of postal retail products. Must have an attitude of responsive services to customers; present a favorable image to the community; and be able to react with, and relate well, with others. Assumes major responsibilities during all hours the Post Office is open to the public. The number of work days / hours may vary, but will always include Saturdays (8:30 am-12:30 pm). Could be called to substitute at any time during the rest of the week. Must be able to lift up to 70 lbs. Apply on-line at: www.usps.com/employment ; click on search jobs online; criteria for employment opportunities; choose NY, then start; click on opening and apply.

Production: The very best in the glass manufacturing business and one of the area's most stable employers, currently seeking applications. Excellent starting pay and full benefits including: Medical, Dental, Life Insurance, 401(k) with 7% Match, Vacation, Tuition Reimbursement. Fill out an application on-site at 50 Forge Avenue, Geneva, NY 14456 Guardian Industries is an Equal Opportunity Employer. Guardian Industries is tobacco free.

Production: Multiple packing positions available with a major Canandaigua manufacturer. Must have documentation of a HS diploma or GED; be able to pass a background check and drug screen. Positions are temp to perm. Opens overnight, midnight-8am and 4pm-midnight. Apply online at www.willstaff.net or in person at Pactiv's guard shack.

Production Assembler / Molder: Small manufacturing company with consistent growth looking for a production assembler and molder. Individual must have at least 6 months experience in manufacturing capacity. The individual must be able to stand 10 hours a day, multi-task, handle job variety, and pay attention to detail. Position is Monday-Friday, 7am - 3:30pm. Sidco Filter is a strong, growing company and looking to add an individual to their team. Email: andrea@sidcofilter.com. Phone: 585-289-3100. Fax: 585-289-4800.

Patrick Constructors, Inc. is currently accepting resumes from qualified candidates for the following positions: • **Project Managers • Estimator • Superintendents • Heavy Equipment Operators • General Laborers • Carpenters • Masons - Brick, block and concrete experience is necessary • Welding/Fabrication (MIG, TIG)** Above positions require: HS Diploma/GED and at least 12 months of related experience. Background checks and pre employment drug tests will be performed. Competitive benefits: Including medical, dental, life and 401(k). EOE. Interested applicants please contact Human Resources via: hr@patrickconstructors.com or Fax (585) 394-6452

Receptionist: Geneva. 25 - 40 hours per week. Paid vacation. Minimum pay - \$8 to \$ 11 per hour. Will accept a trainee. Must have a valid NYS Driver's license. Answer phones data entry. Knowledge of Microsoft Word, Excel, QuickBooks knowledge helpful. The major skills needed to perform job: Knowledge of Microsoft word and excel. Knowledge of QuickBooks. Email resume: curtshuttleworth@rochester.rr.com. Fax: 315-789-3109. Phone: 315-789-1109.

Hardware Salesperson Full or part-time. Flexible schedule. Send Resume to: P.O. Box 215 Bloomfield, NY 14469

sales REPS No experience req. Energetic, people person to sell cars. Health benefits & salary. Apply in person - Jeff McKee or Ryan Davis Friendly Ford, 875 Rtes. 5 & 20, Geneva.315-789-6440

NYtech SUPPLYA automotive and industrial supply distributor. Seeking an experienced **sales and service professional** for an established territory position. Excellent income potential, bonuses, training is provided. Email or fax sales history to:sales@nytechsupply.com or 800-522-9152

Agricultural Retailer Now Hiring for (2) positions: Full-Time Permanent Position: **Scheduling/Dispatching Deliveries, Counter/Phone Sales**, Inventory Control, Basic Computer Skills, Agricultural Background. Excellent Wages & Benefits. Position includes a variety of tasks: Operation and Maintenance of Fertilizer Blending Equipmt., Forklifts, Trucks, etc. Bulk Loading & Unloading Trucks. Basic Maintenance Skills. Competitive Wages & Benefits with seasonal overtime. Agricultural Experience preferred. Send Resume/references to: Blowers Agra Service, Inc. 4694 County Road 5 PO Box 161, Hall, NY 14463 Phone: 585-526-6907 Fax: 585-526-6880

Part Time Stripper (for furniture) position open. Work involves chemicals & some lifting. Flex hours, must be reliable. At times other work description available. The Furniture Doctor Bloomfield 585-657-6941

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM - FOR
FURTHER JOB LEADS
3010 County Complex Drive, Canandaigua, NY 14424 –Telephone: (585) 396-4020.Hours: Monday
thru Friday 8:00 - 5:00**