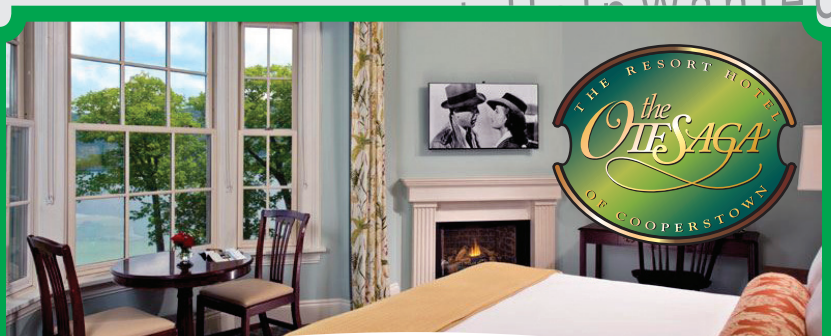


Employment Guide

FIND THE GUIDE ON THE WEB: www.thedailystar.com > Classifieds > Employment Opportunities



LOOKING FOR JOB SATISFACTION? THE OTESAGA HOTEL WANTS YOU ON OUR TEAM!

- HOUSEPERSON** - 8am - 3pm or 3pm - 10pm. Duties include heavy vacuuming, sweeping, mopping, cleaning of restrooms, removing trash, taking care of guest requests.
- ROOM ATTENDANTS** - 8am - 3pm @ Cooper Inn or 8:30am - 3:30pm @ Otesaga Hotel (6 days a week). Duties include cleaning and refreshing guest rooms and hallways including doors and windows.
- TURNDOWN ATTENDANTS** - 3pm - 10pm & 4pm - 11pm. Duties include cleaning restrooms, offices, pro shop, turning down guest rooms, delivering guest requests.
- HOUSEKEEPING INSPECTOR** - 8:30am - 3:30pm (6 days a week) Duties include inspecting guest rooms as they are being cleaned and completed by Room Attendants. Guest requests and inspecting public areas and restrooms.
- OUTSIDE BUILDING CLEANER** - 8am - 3pm. Responsible for the cleanliness of certain parts of the outside areas of the hotel, pro shop, maintenance building and Cooper Inn.
- FRONT DESK CLERK** - Welcome and register guests upon arrival at the hotel. Must have computer knowledge and cash handling skills with great customer service. Day and Evening shifts.
- BELL STAFF / VALET** - Must have an excellent driving record & great customer service. This position will meet our guests as they drive up to the hotel. Unload luggage from the vehicle as our guest checks in. May help them to their room and park their car.
- RESERVATIONS SALES AGENT** - Taking and processing inquiries for rooms, amenities and help guests plan their entire visit. The right candidate is outgoing, detail oriented, self-motivated, has good phone skills. Sales and/or computer systems experience preferred; willing to train a fully committed team-player with a positive attitude. A nice position to grow a hospitality career, or for an experienced performer looking to put their skills to use in a highly visible role.

Must be at least 18 years old. The Otesaga Hotel and Cooper Inn is an Equal Opportunity Employer.
 Fill out an application at www.otesaga.com or contact:
 Terri Winter, Director of Human Resources
 60 Lake Street, Cooperstown, NY 13326
 twinter@otesaga.com or 607-544-2507

The Daily Star
 The Cooperstown Crier
 The Weekly Star

YOUR JOB HUNT HQ

Hartwick College is seeking a Part-time Campus Safety Officer
 To provide a safe and secure environment for students, faculty, staff, visitors and all other members of the Hartwick College Community.
 For complete details, please visit <http://www.hartwick.edu/employment>. EOE

UNADILLA VALLEY CENTRAL SCHOOL EMPLOYMENT OPPORTUNITIES
BUS ATTENDANTS NEEDED IMMEDIATELY:
 Qualifications include graduation from high school or possession of high school equivalency diploma; experience working with special needs students preferred.
 Civil service applications are available online under "Employment Opportunities" at www.uvstorm.org and are also available at the district office. Please contact Sharon White in the district office with questions at (607) 847-7500, ext. 1134.
SUBSTITUTES NEEDED FOR 2019-2020 SCHOOL YEAR:
 Substitute Teachers, Substitute Teacher Aides, Substitute Bus Drivers, Substitute Bus Attendants, Substitute Custodial Workers, Substitute Food Service Helpers
 PT, Substitute RN, and Substitute LPN. Questions? Please contact Sharon White at (607) 847-7500, ext. 1134 or stop by the district office to pick up an application.



TAKE A LOOK AT THE GREAT JOB OPPORTUNITIES!

- BEVERAGE MANAGER** - Coordinate the organization and administrative functions in the beverage operation. Ensure that staffing is maintained at an appropriate level to match business demand. Prepare, Issue, Inventory and account for banquet bars. Prepare and post banquet beverage billing. Maintain par levels of beverage product and related equipment. Conduct regular monthly inventories to the highest accuracy and completeness. Manage the hotel bottle and glass wine list for accuracy, inventory, updates. Create and maintain a seasonal cocktail & beer selection. Proactively prepare new menu content with appropriate lead time and supply considerations.
 - ASSISTANT DIRECTOR OF FOOD & BEVERAGE** - Coordinate the organization and administrative functions in all areas of the F&B Operation. Ensure that staffing is maintained at an appropriate level to match business demand. Participate in the formulation of strategic business plans & budgets for the hotel. Establish weekly/ monthly reporting system to monitor; Sales mix, payroll performance etc. Develop implement and monitor action plans on service. Oversee F&B candidate selection and staffing. Oversee staff performance of all F&B colleagues. Research innovative new technology solutions in the F&B field.
 - GENERAL MAINTENANCE** - This position assists to maintain a historical building by answering calls and working on projects to fix or enhance electrical, plumbing, HVAC or painting in guest rooms and public areas. Experience in a commercial building maintenance preferred.
 - HUMAN RESOURCES ASSISTANT** - The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the human resource department. This position resolves benefits-related problems and ensure effective use of plans and positive employee relations. The Human Resource Assistant will ensure that all policies are administered in accordance with federal and state regulations. This role provides support to the Human Resource Director to include payroll, record-keeping, file maintenance and assistance with International J1 students.
- Must be at least 18 years old. The Otesaga Hotel and Cooper Inn is an Equal Opportunity Employer.
 Fill out an application online at www.otesaga.com or contact:
 Terri Winter, Director of Human Resources
 60 Lake Street, Cooperstown, NY 13326
 twinter@otesaga.com or 607-544-2507



CLASS A CDL DRIVERS
 Class A Drivers with Tank Endorsement Needed.
 Excellus BCBS Insurance Available.
 Competitive Salary Based on Driver Motivation.
 Please call 607-278-5212

Children's Home Exciting Opportunity Treadwell N.Y.
 The Children's Home has a unique opportunity for an individual or family looking to make a difference in the lives of young people. We are offering free housing, an agency vehicle and a generous Stipend to live in our Home in Treadwell and provide foster care to 4 youth. Certification and training as a foster parent is provided, as well as on going support and assistance. The ability to relate to young people, work as part of a team, and communicate effectively, is required.
 This position requires at least one adult to be a stay at home parent. A good driving record and the ability to obtain applicable State clearances required.
 To learn more about this opportunity please contact info@chowc.org subject: Treadwell Foster Care

SPRINGBROOK
JOIN OUR TEAM OF DIRECT SUPPORT PROFESSIONALS

NOW HIRING IN OTSEGO COUNTY LOCATIONS

Paid training, great benefits, competitive pay, and best of all—meaningful work at a place that is ready to invest in you.

FLEXIBLE HOURS TO FIT ALMOST ANY LIFESTYLE

Apply Today at SpringbrookNY.org

Come join the team at Cooperstown Dreams Park!
 Full-time, year-round positions available NOW.

Cooperstown Dreams Park is looking for a full-time
Concession Supervisor & Kitchen Supervisor

Submit your application and resume to Human Resources.

Contact Information:
 4550 State Highway 28
 Milford, NY 13807
 Phone: (607)547-4061
 Fax: (607)544-1281

Visit www.cooperstowndreamspark.com/employment for more information or give us a call at (607)-547-4061

JOBS

Look Right Here!

theroxbury contemporary catskill lodging
 Join a fun team at one of the most exciting hotels in the world!

- Full & Part-time Positions Available
- Daytime & nighttime positions available
- Flex schedule but weekends are a must

We're now interviewing for both The Roxbury Motel and The Roxbury at Stratton Falls
 If you're outgoing, dependable, take pride in your work and ready to join a fun team, send your resume and a few sentences about yourself to info@theroxburyexperience.com.

Helping People Changing Lives

Join Our Team of Dedicated and Caring Professionals

- Building Healthy Families Support Specialist
- Home Visitor
- Residential Associates – (PT - every other wknd 8a - 4p; Subs - all shifts; Addl. shift pay avail. for qualifying shifts)

FT Head Start positions with school breaks and summers off:

- Family Partner
- Classroom Teacher
- Assistant Teacher
- Center Associate

OFO is a family-oriented organization offering competitive wages, excellent benefits & opportunities for professional growth. For an application, submission instructions, benefit package summary & descriptions of all employment openings, visit:
www.ofoinc.org/jobs EOE

The leader in developing innovative solutions to promote healthy lives, thriving families, and caring communities since 1966.

RECOVERY PEER ADVOCATE

Schoharie County NYS OASAS certified outpatient clinic seeking highly motivated individual to provide non-clinical, peer-based activities that engage, educate and support individuals in recovery.
Qualifications: A) Graduation from a regionally accredited or New York State registered college with at least an associate's degree or higher in a human services or behavioral science field. (B) Graduation from high school or possession of a high school equivalency diploma; and two years of experience in a human services field.
SPECIAL REQUIREMENT: Must obtain Certified Peer Recovery Advocate Certification within one year of hire date.
Annual Salary: \$31,975 + benefits
 Please send a Schoharie County employment application to:
 Schoharie County Personnel Office
 PO Box 675, Schoharie, NY 12157
 Deadline: Close of business March 6, 2020
 Applications can be found at www.schohariecounty-ny.gov

CLARK COMPANIES **CIVIL ENGINEER: ESTIMATING & QA/QC**

Clark Companies, leader in the design and construction of high end outdoor athletic facilities, located in Delhi, NY is expanding its team and has an immediate opening for a **Civil Engineer** to assist with estimating and provide QA/QC for our design and construction operations.

Responsibilities include but not limited to:

- Review and interpret construction documents (plans and specifications);
- Review and verify accuracy of quantity take-offs for construction projects;
- Solicit quotes from subcontractors and vendors to support estimating process;
- Participate in the development of detailed project cost estimates;
- Perform QA/QC reviews of design documents;
- Conduct project site visits and provide support as needed to field staff;
- Perform QA/QC inspections of project sites to confirm compliance with design documents;
- Effectively communicate and collaborate with field and office personnel;
- Utilize AutoCAD or similar to prepare supplemental drawings and details;
- Understand construction layout and have the ability to communicate required layout information to field personnel;
- Pursue training and education to improve overall effectiveness;
- Manage time effectively and prioritize to ensure completion of all duties and tasks;
- Perform other duties as assigned by Company Management.

Requirements:

- B.S. or M.S. degree in Civil Engineering from an ABET-accredited university located in the USA;
- Minimum of EIT certification (NY licensed PE preferred);
- Commercial construction knowledge and experience, particularly related to site-work;
- Excellent written and verbal communication skills;
- Strong working knowledge of MicroSoft Office applications;
- Strong working knowledge of AutoCAD (AutoDesk Civil 3D is preferred);
- Ability to work independently, with little or no direct supervision;
- Interest in learning quickly and applying new skills and abilities;
- Knowledge of commonly used concepts, practices and procedures in construction field.

Salary DOE, great benefit package includes but not limited to: health, dental, vision, 401(k) with company match, Profit Sharing, Flexible Spending and paid time off. To apply, send resumes to: Human Resources, P.O. Box 427, Delhi, NY 13753 or fax to 607-746-3107. Clark Companies is an Affirmative Action, Equal Opportunity Employer.