

Employment Guide

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The Daily Star

The Cooperstown Crier

The Weekly Star

PART-TIME COPY EDITOR/PAGE DESIGNER

The Daily Star is seeking a *part-time copy editor/page designer*. Duties include pagination of our weekly publications and lifestyle pages, processing obituaries, and other tasks as assigned. Hours will generally be weekday afternoons. Experience with copy editing or design is preferred.

To apply, send a resume and cover letter to dcazzolla@thedailystar.com.

HELP WANTED
The Town of Harpersfield, Delaware County is accepting applications for a full time **Equipment Operator/Truck Driver**. Applicants must have mechanical experience, possess a clean Class A or B driver's license, and have experience in heavy equipment operation including backhoe, loader and grader. Applications can be picked up at the Town Hall or Town Garage located at 25399 State Hwy 23, Harpersfield, NY Russell Hatch Supt. of Highways



EMPLOYMENT OPPORTUNITIES:

BELL STAFF / VALET – Must be 18+ and have an excellent driving record & interact with people. Weekdays & weekends; varying hours. Must be able to lift and move 50+ lbs. This position will meet our guests as they drive up to the hotel. They are the first person that greets our guests. Unload luggage from the vehicle as our guest checks in. May help them to their room and park their car.

ROOM ATTENDANTS – 8am-3pm @ Cooper Inn or 8:30am-3:30 pm Otesaga Hotel (6 days a week). Duties include but are not limited to, deep cleaning and upkeep of guest rooms, cleaning and upkeep of guest hallways including doors and windows, neatness of closets and carts, heavy cleaning of the Cooper Inn guest rooms and hallways including doors and windows, etc.

SHUTTLE DRIVER – Must have a clean driver's license. Transports employees to parking areas and or housing units in Otesaga marked vehicle. This position will drive the hotel van to shuttle employees back and forth from the hotel to a designated lot or housing facility. Must have a clean driver's license and be a safe driver. Must be courteous and friendly to staff.

EVENT MANAGEMENT SET-UP – Move and set up tables, equipment and provisions for events, meetings and function rooms. Various evenings. Must be able to lift and move 50+ lbs

GENERAL MAINTENANCE – This position assists to maintain a electrical 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. 3pm - 11:30pm

PRO SHOP ATTENDANT (Outside Service) – Attend to the guests that play golf at our golf course. Take golf clubs to be stored, put on a golf cart or ready for play. Set up golf carts for play and clean golf carts and bags.

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

Mallinckrodt Pharmaceuticals

Mallinckrodt Pharmaceuticals is growing, and invites job seekers to attend our upcoming Job Fair!

On the spot interviews!

Saturday, August 17, 2019 9:00am – 2:00pm

Mallinckrodt 172 Railroad Avenue, Hobart, NY

Mallinckrodt has earned recognition from the National Association of Manufacturers (NAM), previously Frost & Sullivan. Manufacturing Leadership awards were earned for outstanding achievement in the following areas: Talent Management, Operational Excellence, Supply Chain, and Sustainability. Awards were received for the past three consecutive years.

We offer a competitive benefits package, which includes Medical, Dental, Vision, 401k, 4 weeks Paid Time Off, Paid Holidays, Tuition Assistance and much more.

We are hiring for the following full-time roles:

Hourly

- Blending Technicians – Starting Rate \$17.33
- Tableting Operators – Starting Rate \$17.33
- Maintenance Technicians – Starting Rate \$22.74

*Additional hourly shift differential paid for 2nd, 3rd 12 hour and 4 on/4 off shifts.

Please apply online by going to Mallinckrodt.com/Careers and search by location code USA036 prior to arriving at the job fair. Please bring your current resume with you.

It is required that you provide a picture ID upon arrival.

Mallinckrodt Enterprises LLC is an equal employment/affirmative action employer.

theroxbury
contemporary caskin lodging

Join a fun team at one of the most exciting hotels in the country!

Full & Part-time positions available. Front office and housekeeping opportunities. Flex schedule but weekends are a must.

We're now interviewing for current openings and future positions at our new property, The Roxbury at Stratton Falls coming later in 2019. 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@theroxburymotel.com.

Theford's AUTO CENTER

Experienced Auto Body Techs

Needed For Busy Collision Repair Facility. Full-Time, Excellent Pay With Benefits.

Apply in Person at **Theford's Body Shop 3 Keith St. Oneonta.**

The City of Oneonta is currently accepting proposals from companies or individuals interested in providing **Assessor services** for the city.

Sole Appointed Assessor appointments, as prescribed in the Real Property Tax Law (RPTL) §310, shall be for a six year term of office. The next term of office will begin **October 1, 2019 and ends September 30, 2025.** Work in this title is performed as an independent contractor. A full job description is available at the **personal office, 258 Main St., or at www.oneonta.ny.us/personnel.**

Interested parties should submit a letter of interest and a resume to the Personnel Department by **August 30** either in person, via mail, or via email to personnel@oneonta.ny.us.

NEW JOBS ARE AVAILABLE and WE WANT YOU ON OUR TEAM!

GLIMMERGLASS RESTAURANT ASSISTANT MANAGER – Assist management and support the team in the Glimmerglass and 1909 Restaurant. Knowledge of menu items, specials, promotional items. Achieve complete guest satisfaction in a fine dining atmosphere. Support team during high volume, fast paced meal periods and assist captain's in their direction of staff. Handling guest concerns when needed manager is unavailable. Assist with scheduling and pre-meal meetings. Other duties as assigned by management team.

HAWKEYE GRILL RESTAURANT SUPERVISOR – Shift management in support of the Restaurant Manager and Food and Beverage Team. Ensure staff is at a pre-meal meeting. Knowledge of menu items, specials, promotional items. Knowledge of Seat Me reservation system and Squirrel Systems. Ensuring complete guest satisfaction. Support team morale during high volume, fast paced meal periods. Handling guest concerns and assisting staff when needed. Other duties as assigned by management team.

GREETER – Welcome and assist guests in the Glimmerglass and our new 1909 dining rooms or the Hawkeye Grill. All shifts, all days of the week.

SERVERS – Wait on guests in the Glimmerglass and our new 1909 dining rooms, the Hawkeye Grill and special events. Experience preferred. Must be available for all shifts, breakfast, lunch and dinner; and all days of the week. Days off rotate.

TABLE BUSSERS – Set up, clear & move tables in the Dining Room and Hawkeye Grill, must be available all shifts and days of week. Must be able to lift and move 40+ lbs. Days off rotate.

STEWARDS/DISHWASHER – experience preferred. Days and evenings, 5 days a week. Clean and maintain cleanliness of kitchen work areas, dishes, floors, equipment etc.

LIFEGUARDS – Duties include but are not limited to, cleaning lounge chairs and tables, keeping patio clean, taking garbage out at end of shift, watching all swimmers at all times while in pool, following rules and making sure guests follow rules, renting canoes, must be certified for lifeguarding/waterfront/ first aid/CPR/AED for professional rescuer. **Memorial Day weekend – Labor Day weekend**

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

New Job!

JOBS

Look Right Here!

Delaware Academy CSD at Delhi has the following Vacancies:

Instructional:
Special Education Teacher (Elementary)
Valid NYS certification required

Non-Instructional:
Part-time Food Service Helper
10 Months, 5 hours per day

Substitute Positions:
Aide
Licensed Teaching Assistant
Bus Driver
Custodial Worker
Food Service
Salary and hourly rates are competitive.

Deadline: Until filled

Please send information to:
Mr. Jason D. Thomson, Superintendent
Delaware Academy Central School District at Delhi
2 Sheldon Drive, Delhi, NY 13753
Visit our website at: www.delhischools.org for more information.
EOE

SPRINGBROOK OPPORTUNITIES FOR NEW GRADUATES

Whether you want to earn a paycheck doing fun and meaningful work, want to gain real-world experience while you think about your next step, or want to start building a career, Springbrook offers a great starting wage, paid time off, flexible schedules, and other great benefits.

Thinking about college? Springbrook offers paid programs to help you earn your degree.

Springbrook is ready to invest in you.

Learn more at: www.SpringbrookNY.org

Looking for Work Life Balance?...We Understand!

Our brand new, state-of-the-art skilled nursing facility offers individuals new competitive pay rates on a high-energy, collaborative, and supportive team that takes pride in having a family-like environment. With 176 beds, private and semi-private rooms, and an easy-to-use EMR interface; you will love going to work each day!

Join our team today by contacting our Human Resources Department at (607) 464-4444 or careers@DelhiRehab.com.

FOLLOW US ON FACEBOOK

We're Hiring!

Margaretville Central School has an opening for a **Boys' Modified Soccer Coach** starting immediately for the 2019 fall soccer season.

For more information, please contact: **Dr. Robert L. Chakar, Jr. at 845-586-2647, Extension 103**

Roxbury Central School

The Roxbury Central School has the following vacancy:

Special Education Teacher
FT, 10M position must possess or be eligible for appropriate NY Certification.

Applications can be submitted online at www.olasjobs.org/southern or in writing by August 30, 2019 to: Thomas J. O'Brien, Superintendent
ROXBURY CENTRAL SCHOOL
53729 State Hwy.30
Roxbury, NY 12474
EOE

Parent Education Coordinator

Bachelor's degree in psychology, sociology or related field and/or 4 years experience in human services with 1 year supervisory responsibility. Responsible for management of the Parent Education program, providing home visiting and parent education and achieving positive outcomes for families throughout Delaware County. Excellent communication and problem solving skills required.

Salary range: \$22.24 – 26.52 per hour.

Applications accepted through August 12, 2019 at **Delaware Opportunities Inc.**
35430 State Highway 10, Hamden, 13782.
Equal Employment Opportunity/MF/F/Disability/protected veteran status.

School Nurse (RN)

Join the Cherry Valley-Springfield Central School District staff. We are striving to hire employees who will be part of a dynamic team where students come first. We encourage you to become a member of our CV-S school family.

Applications are available on the school website at www.cvsocs.org.

Questions - please contact the District Clerk, PO Box 485, Cherry Valley, NY 13320 • 607-264-9332 EOE

Unadilla-Valley CSD

Special Education Teacher, Effective September 1, 2019: Qualifications include New York State certification in Special Education (PK-12 certification, preferred). Salary is commensurate with experience and benefits are per the UVFA Contract. Please apply via the link on the school website at www.uvstorm.org under "Employment Opportunities." Please contact Valerie Doliver in the district office with questions regarding the position at (607) 847-7500, ext. 1131.

Teacher Aides, Effective September 1, 2019: Qualifications include graduation from high school or possession of high school equivalency diploma; experience working with special needs students preferred. Salary and benefits are per the CSEA contract. 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 the 2019-2020 School Year: Teacher, Teacher Aide, Bus Driver, Bus Attendant, Custodial Worker, Food Service Helper PT, RN, and LPN. Questions? Please contact Sharon White at (607) 847-7500, ext. 1134, or stop by the district office to pick up an application.

Correction Officer Examination

Chenango County is soliciting applications for the civil service examination for Correction Officer that is scheduled for 9/28/19. Several vacancies will be filled by appointment of candidates passing this examination. The 2019 pay rate for full-time positions is \$19.64 per hour. The pay rate for part-time positions is less and is set by the Sheriff. To qualify candidates must possess a high school diploma or GED and have no criminal conviction that would bar them from examination. They must also be at least age 21 and possess a valid NYS Driver's License.

For applications and examination announcements contact the **Chenango County Personnel Department** at (607) 334-1470 or visit www.co.chenango.ny.us/personnel. Applications will be accepted through 8/22/19. EEOE M/F/H/V

Astrocom Electronics Has the Following Openings.

ENGINEERING SECRETARY/CLERK
Examines engineering drawings, blueprints, orders and other documentation for conformance to established criteria. Processes job orders and requests changes to ensure compliance with standards. Maintains manual and computerized systems.

PRODUCTION ASSEMBLER
Assembles electronic components and sub-assemblies. Reads work orders, follows production drawings and sample assemblies.

For Details Log On to astrocom-electronics.com and click on Employment Opportunities or go to CDO Workforce - 12 Dietz St. Oneonta, NY.

Arkville Head Start Bus Driver
CDL B or C with P and S endorsements license required, 19A certification a plus. Safe driving record with no moving violations within the past 18 months. Must be at least 21 years of age. To transport children to and from Head Start center. 35 hours per week. Salary range \$12.91 - \$15.09 per hour.

Applications accepted through August 16, 2019 at **Delaware Opportunities Inc.**, 35430 State Highway 10, and Hamden, NY 13782. Equal Employment Opportunity/MF/F/Disability/Protected Veteran Status

Arkville Head Start Lead Teacher
Minimum of Bachelor's degree in early childhood and 2 years' experience teaching young children. NYS driver's license, personal vehicle required; mileage reimbursed. 40 hours per week. Salary range \$18.25 - \$21.77 per hour.

Applications accepted through August 16, 2019 at **Delaware Opportunities Inc.**, 35430 State Highway 10, and Hamden, NY 13782. Equal Employment Opportunity/MF/F/Disability/Protected Veteran Status

Walton Head Start Bus Driver
CDL B or C with P and S endorsements license required, 19A certification a plus. Safe driving record with no moving violations within the past 18 months. Must be at least 21 years of age. To transport children to and from Head Start center. 35 hours per week. Salary range \$12.91 - \$15.09 per hour.

Applications accepted through August 19, 2019 at **Delaware Opportunities Inc.**, 35430 State Highway 10, and Hamden, NY 13782. Equal Employment Opportunity/MF/F/Disability/Protected Veteran Status

The Daily Star is seeking Part-time Clerks

Primary responsibilities include assisting the sports desk by taking phone calls, box scores and information regarding high school sports; writing capsules of the games from calls and emails; calling schools for sports-related information such as rosters and schedules; and assisting the sports desk in other tasks as needed. Other responsibilities will include occasional coverage of the obituary desk, assisting customers with placing obituaries, primarily late Friday afternoons, and other task as assigned. Requirements include working nights; ability to multi-task in a fast-paced environment; knowledge of grammar and spelling; phone and typing skills; basic knowledge of sports; and knowledge of word-processing programs.

Knowledge of Associated Press style is a plus.

To apply, send a resume and cover letter to sports@thedailystar.com.

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HELP WANTED

Part-time Licensed Water Operator

Good computer and communication skills required.

Send letter of interest and resume to:
Henry Lamont, P.E.
General Manager
LVDV Operations, Inc.
PO Box 610
Cobleskill, NY 12043
or fax to: (518) 234-4613

LVDV is a drug free work environment.

LVDV Operations, Inc.
CONTRACT OPERATIONS OF WATER AND WASTEWATER FACILITIES

The Daily Star is looking for a full-time Copy Editor/Page Designer to work our night copy desk.

The position will require the use of Adobe creative software, including InDesign, Photoshop and Photoshop. Good headline writing and social media skills are a plus.

A journalism degree or newspaper experience is required.

Please send a cover letter, resume and samples of your work to Daily Star Editor **Denielle Cazzolla** at dcazzolla@thedailystar.com. No phone calls, please.

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Morris Central School has the following positions available for the 2019-2020 school year:

Director of Pupil Personnel
10-month plus 20 summer days. Responsible for Special Education Department and various state and federal grants. School Building Leader or School District Leader certification preferred.

Teacher Aide
2 Permanent Substitutes
Must be NYS Certified Teacher Positions to start 9/3/19.

Certified Substitute Teacher starts at \$100 per diem

Non-certified Substitute Teacher starts at \$90 per diem

Substitute Teacher Aides
Substitute RN
Substitute LPN
Substitute Food Service
Substitute Cleaner
Substitute Bus Drivers, CDL Preferred

Please send letter of interest and resume by no later than Friday, August 23, 2019 to:
Judy B. Matson, District Clerk
Morris Central School
PO Box 40
Morris, NY 13808 EOE

Helping People Changing Lives

Join Our Team Of Dedicated and Caring Professionals

- Victim Resource Coordinator
- Residential Associate (FT & Sub; works at OFO shelters)

FT Head Start positions with school breaks and summers off:

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

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 lives, thriving families, and caring communities since 1966.