

# Employment Guide

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The Daily Star  
The Cooperstown Crier  
The Weekly Star

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**Look Right Here!**

**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](http://www.otesaga.com) or contact:  
Terri Winter, Director of Human Resources  
60 Lake Street, Cooperstown, NY 13326  
[twinter@otesaga.com](mailto:twinter@otesaga.com) or 607-544-2507

Watershed Agricultural Council

**The Watershed Agricultural Council seeks 6 Interns/Temporary employees**

to perform various duties as part of a Watershed Agricultural Program (WAP) serving farms within the NYC Watershed. Four (4) of the positions will be Nutrient Management soil samplers who will perform the duties of soil sampling and data collection, One (1) position will be a WAP Ag/Field intern who will assist WAP staff with the design, implementation, installation and site inspections of BMP's. One (1) position will be a WAP Planning/Technical Intern who will perform the duties of WFP monitoring, BMP inspections and installation and BMP data collection. These are 10 week summer positions that pay \$13.00 per hour. Must have dependable vehicle, insurance and a valid N.Y.S. driver's license. Will be reimbursed for mileage incurred on the job. E.O.E. Please specify which position(s) you are interested in on your resume.

Send resumes to:  
WAC, 33195 State Highway 10, Walton, NY 13856, fax (607) 865-4932 or email [afaulkner@nycwatershed.org](mailto:afaulkner@nycwatershed.org).  
Job description: [www.nycwatershed.org](http://www.nycwatershed.org).  
Deadline March 25, 2020.

**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](http://www.ofoinc.org/jobs) EOE

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

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

**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 quick 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.

**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.

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**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

**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](mailto:info@theroxburyexperience.com).

**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](http://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.

**Morris Central School** has the following immediate opening:

**District Treasurer**

Knowledge in accounting & budgeting is required; knowledge of school accounting preferred. Minimum starting salary at \$40k depending on experience & excellent benefits offered.

Please send letter of interest and resume by March 28, 2020 to:  
Judy Matson, District Clerk  
Morris Central School  
PO Box 40  
Morris, NY 13808  
EOE

**MOUNTAINSIDE FARMS**

**Class A Drivers Wanted:**

Local Company seeking clean licenses for no touch deliveries. \$20/hr, plus OT and benefits.

**Mountainside Farms • 55724 State Hwy 30 • Roxbury (607) 326-4161 EOE**

**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](mailto:info@chowc.org) subject: Treadwell Foster Care

**Family Residence Prevention Services Coordinator**

Live-in housing in Hamden, NY; all related expenses provided to suitable candidate and immediate family members. Candidate to provide a nurturing, supportive, safe home for children in foster care. Must be able to address emotional and behavioral concerns within the home. Candidate responsible for coordinating daily living house needs as well as supervising support staff working in the home. Bachelor's degree and/or four years experience working with children and adolescents. Master's degree preferred, but not required. NYS driver's license and personal vehicle required. Salary range \$50,383 - \$60,081 annually.

The application review process will begin on March 23, 2020 and be ongoing until the position has been filled. Applications accepted at

**Delaware Opportunities Inc.**  
35430 State Highway 10, Hamden, NY 13782  
[www.delop.org](http://www.delop.org) Equal Employment Opportunity  
MF / F / Disability / Protected Veteran Status

**ROXBURY CENTRAL SCHOOL**

Roxbury Central School is currently accepting applications for the following anticipated positions:

Family & Consumer Sciences CTE Teacher  
Agriculture CTE Teacher  
Building Trades CTE Teacher  
Technology CTE Teacher

Applications can be submitted online at [www.olasjobs.org/southern](http://www.olasjobs.org/southern) or in writing by April 15, 2020 to:

Jeffrey J. Bennett, Superintendent  
**ROXBURY CENTRAL SCHOOL**  
53729 State Hwy. 30  
Roxbury, NY 12474  
EOE

**Oneonta City School District has the following job opening for the 2020-21 school year:**

**Special Education Teacher**

NYS Student with Disabilities 1-6 certification required.

To apply, please submit your application at: [www.olasjobs.org/southern](http://www.olasjobs.org/southern); placement file or three reference letters and official transcript must be attached. Only certified applicants will be considered.

**Deadline: 3/20/20**  
EOE