

# Erie County

# Jobs! Jobs! Jobs!

**For complete information, contact your closest Career 1-Stop**

May 2, 2017

**NY1208848** N. Erie County. **CLEANER & WINDOW CLEANER W/EXPERIENCE.** 2-3 openings, PT temporary 1st shift (7am-4pm, flexible). 20-25 hours/week. Cleaners and window cleaners needed. Must be dependable and reliable with a good work ethic. Window Cleaners need experience in operating a scissors lift and need to be comfortable with working on tall buildings. Must take pride in your work, cleaning residential and commercial facilities will use mild cleaning chemicals. Will do dusting, mopping, vacuuming, washing floors on hands and knees. Must have a positive attitude. Subject to drug screening, medical exam, reference and criminal background checks. Priority in hiring given to Veterans

**NY1208692** Buffalo. **RESIDENT COORDINATORS.** PT. Days/shifts vary. up to 28 hrs./wk. 6 openings. Job Description: This position fosters a Christ-like caring atmosphere, focusing on life skill development in a safe, healthy, healing environment, while striving to meet the practical needs of all residents. This position reports to the Manager-Residential Services. This is a part time position up to 28 hours per week. Hours: Part time, up to 28 hours/wk, Thursday -Saturday 7:00 a.m. to 3:00 p.m. every other Sunday 7:00 a.m. to 3:00 p.m. Key responsibilities: Acclimate residents to the facility through the Mission's initial intake and orientation process. Communicate behavioral actions through the incident reporting process. Conduct unit inspections, document and communicate appropriately to respective management and provide feedback to resident and case management. Reports vacated units and prepare them for new residents. Assist residents with day-to-day housekeeping of facility, sleeping, and lounge areas. Oversee emergency shelter linen exchange as well as residents' laundry. Conduct direct observation drug and alcohol screenings, including breathalyzer and urine tests. Ensure physical comfort and safety of the residents as well as meet their needs for food, shelter, clothing and personal care. Maintain effective communication between staff members and Case Managers by means of various communication vehicles including matrix log, incident, written and verbal reports. All other assigned job responsibilities as needed. Successful candidates will have: High school diploma or GED. Previous experience in a human services field is preferred. Positive communication and interpersonal skills. Problem-solving abilities and initiatives. Basic computer and written communication skills. Limited physical requirements (e.g., ability to lift, carry, reach, etc.) Please note the selected candidate will be required to submit to a drug screen and a background check. Buffalo City Mission is an EEO employer.

**NY1208711** Buffalo. **MAINTENANCE SUPERVISOR.** Responsibilities will include maintenance supervision for a 24 hour a day, operation. Successful candidates will possess; strong mechanical, electrical and hydraulics skills, heavy manufacturing experience, strong interpersonal skills, with a minimum of 5 years' experience supervising maintenance activities in a unionized environment. A technical Bachelor's Degree is preferred. Must be available to work any shift. Full time, 40+ hours per week. An excellent salary and benefits package awaits the right candidate. EOE/AA Minority/Female/Disabled/Veteran

## WNY One-Stop Centers

### Erie County:

284 Main Street  
Buffalo, NY 14202  
716/851-2600

**then press "0"**

4175 Transitown  
Williamsville, NY 14221  
716/634-9081

Buffalo Emp. & Trning Ctr.  
77 Goodell Street  
Buffalo, NY 14203  
716/856-5627

ECC Employment & Trning  
4041 Southwestern Blvd.  
Bldg. 5, 2<sup>nd</sup> Floor, Rm. 6201c  
Orchard Park, NY 14127  
716/270-4465  
716270-4483

ECC One Stop Center – North  
Gleasner Hall, Room 166  
6205 Main Street  
Williamsville, NY 14221  
716.270.4444 phone  
716.270.4491 Fax  
onestop@ecc.edu

### Niagara County:

Trott Access Center  
1001-11<sup>th</sup> Street  
Suite E, Room 1014  
Niagara Falls, NY 14301  
716/278-8258

272 South Transit St.  
Lockport, NY 14094  
716/433-6766

### Chautauqua County:

407 Central Avenue  
Dunkirk, NY 14048  
716/366-9015

23 E. Third Street  
Jamestown NY 14701  
716/661-9553

### Cattaraugus County:

175 N. Union Street  
Olean, NY 14760  
716/373-1880

### Allegany County:

Employment Complex  
7 Wells Lane  
Belmont, NY 14813  
585/268-9237

**NY1208688** Buffalo. **THRIFT STORE CLERK**. PT. M- Sat. Store Hours are Mon-Fri, 9AM-7PM, Sat 9AM-6PM. 28 hours/wk. Job Description: This part-time position will provide excellent service to customers of the Thrift Shop while maintaining the store's stock levels, appearance and efficiency of operations. Work Schedule: Part time- flexible afternoon and evening hours, Monday through Saturday including Holidays, up to 28 hours per week. Key responsibilities: Greet customers and assist in a manner representative of the Mission and its values. Operate cash register to cash-out customer selections and bag purchases. Maintain the store including stocking shelves, re-hanging items, keeping the dressing rooms empty of discarded selections, returning merchandise to their proper area and creating displays. Receive incoming merchandise and sort, tag, and price donations. Test electrical appliances and determine the usability of furniture and home decor. Ability to lift 50 pounds above waist level. Successful candidates will have: A minimum high school degree or GED. 1-2 years' experience working in a retail environment. Positive communication and interpersonal skills. Problem-solving abilities and initiatives. Basic computer and written communication skill. Please note the selected candidate will be required to submit to a drug screen and a background check. An EEO employer.

**NY1208689** Buffalo. **SAFETY MONITORS**. PT. 3rd shift. 28 hrs./wk. 2 openings. 3rd shift: 11PM-7AM Job Description: As a representative of the company, this position is responsible for fostering a compassionate, welcoming greeting to all who enter the building. In addition, observing and reporting incidents in order to help ensure a safe, secure environment for clients, staff, volunteers and visitors in and around the facility at all properties. Hours: Part time all shifts available, up to 28 hours/week. Key responsibilities: Follows all safety and security policies and procedures consistently. Ensures that the correct entry control processes are followed consistently. Maintain communication logs in up to date real time as needed. Document all safety/security incidents accurately and timely. Assist and diffuse potential volatile situations. Conduct and assist with dorm sweeps as requested by management. Ensuring the environment remains safe and secure by monitoring through all available resources the clients and guest's activities. Successful candidates will have: High school diploma or GED, pursuit of/interest in further education with 2-3 years' experience and training in a related field. NYS Security License preferred. Crisis intervention techniques training and be prepared to handle crisis. Positive communication and interpersonal skills. Problem-solving abilities and initiatives. Basic computer and written communication skills. Limited physical requirements (e.g., ability to lift, carry, reach, etc.) Own car required for job. Please note the selected candidate will be required to submit to a drug screen and a background check. An EEO employer.

**NY1208560** Depew. **COOKS** Fulltime \$12.00 per hour. Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices. Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters. Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock. Turn or stir foods to ensure even cooking. Season and cook food according to recipes or personal judgment and experience. Bake, roast, broil, and steam meats, fish, vegetables, and other foods. Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment. Portion, arrange, and garnish food, and serve food to waiters or patrons. Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils. Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption. Carve and trim meats such as beef, veal, ham, pork, and lamb for hot or cold service, or for sandwiches. Substitute for or assist other cooks during emergencies or rush periods. Consult with supervisory staff to plan menus, taking into consideration factors such as costs and special event needs. Keep records and accounts. Coordinate and supervise work of kitchen staff.

**NY1208557** Depew. **HOST** Fulltime or Part time \$9.70 per hour Greet guests and seat them at tables or in waiting areas. Provide guests with menus. Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seating's. Speak with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation. Answer telephone calls and respond to inquiries or transfer calls. Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed. Inspect dining and serving areas to ensure cleanliness and proper setup. Take and prepare to-go orders. Operate cash registers to accept payments for food and beverages.