



HAMPDEN COUNTY REENTRY & RECOVERY PROGRAMS

We can help you explore your employment options, showcase your skills, create a solid resume, and prepare for the interviewing process through in-person counseling services, specialized workshops, and other offerings.

Meet employers hiring now through Virtual Career Fairs and other virtual and live hiring events. Our Employment Specialists are available to help you with your employment needs



- JOB APPLICATION ASSISTANCE
- RESUME DEVELOPMENT AND CRITIQUE
- CAREER EXPLORATION
- INTERVIEWING SKILLS
- JOB MATCHING AND JOB DEVELOPMENT
- ASSISTANCE OBTAINING YOUR CORI

MASSHIRE HOLYOKE - 850 HIGH STREET - HOLYOKE, MA 01040



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Hampden County Reentry & Recovery Program Hot Jobs! January 16, 2024

Banquet House Person

[Sheraton Springfield](#)

1 Monarch Place, Springfield, MA 01103

Full-time- **Apply on Indeed**

Job Details: Set-up, clean and maintain meeting and banquet rooms following the standards of service as set by hotel management. Properly clean and set meeting rooms and banquet functions per specifications on resume and BEOs or as given by banquet management including vacuuming floors and cleaning walls and windows/mirrors. Proper care, movement, storage of all equipment such as tables, chairs, risers, dance floor lecterns is required.

Dishwasher

[Ninety-Nine Restaurant & Pub](#) East Longmeadow, MA 01028

\$17 an hour - Part-time, Full-time **Apply on Indeed**

Job Details: Participated in kitchen cleaning, clean work areas, equipment, utensils, dishes, and silverware all too sanitary standards.

Kennel Technician/Receptionist

[Porter Road Pet Care](#)

141 Porter Road, East Longmeadow, MA 01028

From \$15.50 an hour - Part-time, Full-time

Full-time- **Apply on Indeed**

Qualifications: Responsible for the daily care of the animals in the facility, which includes feeding, watering, exercising, and cleaning the animals' cages and kennels. Will also administer medications. Providing bathing and grooming services, As needed will work in the office, checking pets in and out. Answering phones as needed

Host/Hostess- Urgently Hiring

[Sumo Japanese Steakhouse](#)

50 Holyoke Mall, Holyoke, MA 01040

\$15 an hour - Part-time

Job Details: Greeting customers as they walk into the restaurant. Helping guests with reservations and guiding them to their table. Giving guests accurate wait time estimates and seating them in the waiting area. Optimizing seating at different tables to ensure even workload for wait staff. Answering phones and scheduling reservations with large parties.



Hampden County Reentry & Recovery Program Hot Jobs! January 16, 2024

Sandwich Artist

Subway

Springfield, MA 01101

Part-time, Full-time

Apply on Indeed

Job Summary: Providing excellent Guest experience. Preparing and serving great food. Keeping restaurants clean and beautiful. Being a Team player. Working with our Guests to knowledgeably recommend meal options and fulfill their orders from start to finish. Upholding food safety standards as you prepare and serve fresh food daily. Working with your teammates to keep all areas of the restaurant clean while maintaining a pleasant atmosphere for our Guests.

Experience: No previous experience required

Valet Attendant FT - 1st Shift.

[Valet Park of America](#)

[116 reviews](#)

Springfield, MA 01105

\$15 - \$18 an hour - Full-time

Job Summary: The primary purpose of this position is to greet and assist customers, park their vehicles, and be a visible representative of the establishment we provide services for. After parking the vehicle, the attendant will go back to their station and be prepared to assist the next patron.

All Valet Attendants are required to: Be able to drive a standard transmission vehicle to the satisfaction of management (training can be arranged). Have your own transportation (driving experience). Have experience working in customer service. Be over the age of 18 (due to laws about operating heavy machinery). License(s) required – The general Valet Attendant position requires a valid Class D license to operate a motor vehicle. This license must have been held for at least one year prior to applying. A driving record will be required at the time of application, and it must be approved for the applicant to be considered for a position. The Class D license must be kept in good standing for the duration of employment.



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Laundry Worker

Healthcare Services Group

Wilbraham, MA 01095

Apply on Indeed

Job Summary: Responsible for collecting, sorting, and loading soiled linen into the washer(s) and loading clean linens into the dryer(s), folding clean linens, counting and recording the linen processed each day, making proper deliveries to units and, cleaning and sanitizing the work area including machines, worktables, and sorting area.

Qualifications: A high school diploma or equivalent is preferred. Must be able to be at work as scheduled and on time. Compliance with COVID-19 Vaccination Policies, as required by State, Local, and/or Customers. Must be able to lift/carry a maximum of 50 pounds, push/pull a maximum of 50 pounds, stand, sit, bend, and walk for extended periods. Must be able to perform routine, repetitive tasks continuously. Must be able to work around food and cleaning products.

Kitchen Worker/Dishwasher

[MGM Resorts International](#)

[2,451 reviews](#)

One MGM Way, Springfield, MA 01103

Full-time

Apply on Indeed

Job Summary: Breakdown, load, unload, catch, and properly sort dishes, glassware and flatware as it is brought to the dish area. Wash, sort, and store pots in their proper location on the shelf, large items on the bottom shelf. Load dishwashing solution into automatic dispenser and regulate the output of detergent and chemicals to the dish washing machine by monitoring and adjusting controls. Unload clean dishes from rack after being processed through dish machine, inspect for cleanliness, and carefully stack in specified carts and shelves. Sweep and mop floors and wash floor mats. Wash baseboard, floor drain, hand sink, table and cutting board. Separate and remove trash, garbage, and place in designated containers; steam clean and hose out garbage can. Perform other job-related duties as requested.

Qualifications: Must be 16 years of age or older. Provide all Customers with quick and friendly service. Work together as a team, assisting other Crewmembers in completion of tasks and assignments to ensure continuity of service. Work under pressure and at a fast pace. Align with Raising Cane's culture by balancing Working Hard and Having Fun.



Hampden County Reentry & Recovery Program Hot Jobs! January 16, 2024

Medical Receptionist/Front Desk

[Western Massachusetts Podiatry Associates, P.C.](#)

264 North Main Street, East Longmeadow, MA 01028

Part-time- **Fax resume to 413-525-9098**

QUALIFICATIONS: Answering phones, responding to medical record requests, referral tracking, preparing paper charts, entering medical claims, filing, able to work well with teammates.

Medical Receptionist/Scheduler

[Sleep Medicine Services of Western Massachusetts](#)

Springfield, MA

\$17 - \$19 an hour

Part-time, Full-time

Apply on Indeed

Qualifications: Primary responsibilities include Greeting patients, appointment scheduling, phones, co-pays, insurance verification. Excellent communication skills, attention to detail and multi-tasking capabilities.

Stockroom Associate

[New England Uniform](#)

355 Union Street, West Springfield, MA 01089

From \$15 an hour

Full-time

Apply on Indeed

Responsibilities: Unpacking, Sorting, and Storing Garments, Aprons, and Towels. Labeling Garments, Aprons, and Towels. Ship Garments, Aprons, and Towels to our customers. Process returned Garments, Aprons and Towels from our customers. Monitor inventory and supplies.

Qualifications: Previous experience in general labor or related fields. Ability to handle physical workload. Strong attention to detail. Strong organizational skills'



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Housekeeping Room Attendant

[Holiday Inn Express](#)

145 State Street, Springfield, MA 01103

Part-time, Full-time

Apply on Indeed

Responsibilities: Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts. Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met. Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas. Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items. Keep storage areas and carts well-stocked, clean, and tidy. Dust and polish furniture and equipment. Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampoos. Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.

House Person / Laundry Attendant

[Holiday Inn Express](#)

145 State Street, Springfield, MA 01103

Part-time, Full-time

Apply on Indeed

Duties: responsible for ensuring the cleanliness of guest floor corridors, foyers, stairwells, and all public areas, parking lot, assisting housekeepers in maintaining high standards of quality; stocking linen closets with amenities and supplies; and emptying housekeeping carts.

As a Laundry attendant, you would be responsible for performing the following tasks to the highest standards: Perform all stages of linen processing, including, but not limited to, collecting, transporting, sorting, weighing, loading, and unloading (washers, dryers, and chutes), folding, storing and delivering Laundry. Maintain cleanliness of laundry machinery and laundry area. This position requires the ability to lift, bend, move heavy equipment and remain on one's feet for extended periods. Must be able to lift, carry, push, and pull up to 50 lbs.-Ability to stand for during the entire shift.



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Food Service Worker

Corporate Dining Company in Springfield, MA 01104

Apply on Indeed

Responsibilities: Follow food safety guidelines and regulations. Clean and sanitize work areas, equipment, and utensils. Maintain a clean and organized work area. Prepare food items according to customer orders. Greet customers in a friendly manner and take orders accurately. Package food items for customers. Handle cash transactions accurately. Provide excellent customer service.

Custodian/Maintenance Worker

Sarat Ford Lincoln

245 Springfield Street, Agawam, MA 01001

Apply on Indeed

Responsibilities: Clean and maintain all areas of the facility, including floors, carpets, walls, windows, and furniture. Vacuum, mop, and dust all areas. Replace light bulbs. Report any maintenance issues to the appropriate personnel. Oversee work performed by outside contractors as necessary. Some shipping and receiving duties. Light grounds keeping duties as necessary. Maintain inventory of cleaning supplies and equipment. Perform other related duties as assigned Requirements.

Skills: Previous experience in custodial or maintenance work. Ability to lift and move equipment and furniture. Ability to work independently and complete tasks in a timely manner. Strong attention to detail. Willingness to observe all safety precautions for protection against accidents, dangerous fluids, chemicals etc. Excellent physical condition.



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FOOD SERVICE UTILITY

[Compass Group Careers](#)

1295 State Street, Springfield, MA 01111

Full-time

Apply on Indeed

Job Description: Sweeps and mops floors to comply with safety and sanitation standards. Washes worktables, walls, refrigerators, meat blocks and other food prep surfaces. Removes trash and places it into designated containers. Steam cleans or hoses out garbage cans. Transfers supplies and equipment between storage and work areas. Assists with banquet table and front of the house set up. Assist with loading or unloading and delivering supplies and products. Distributes supplies, utensils and portable equipment as needed. Complies with outlined sanitation and safety requirements. Performs other duties as assigned.

Free meals, uniforms and laundering service are available at select locations.

Retail Sales Associate/Cashier

[Algoo & Sons Inc.](#)

100 Elm St, Enfield, CT 06082

Full-Time

Apply on Indeed

Skills: math, communication, must be able to lift 20 pounds, problem solving. Experience is preferred, but not required. Cashier/Sales Associate duties for convenience/gas station attendant. Comply with uniforms, positive attitude, and cleanliness.



JOIN THE TEAM THAT ENTERTAINS THE WORLD.

YOU'RE INVITED TO AN UPCOMING
MGM SPRINGFIELD HIRING EVENT

January 10, 2024 | 3:00 PM - 5:00PM
1MGM Way, Springfield, MA - COSTA RESTAURANT

Discover your part in the show & enjoy exclusive benefits
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Workshop Offerings at MHH



**For a current Calendar of workshop offerings visit: <https://masshireholyokey.org/events/>
Or snap the QR Code above.**

Computer Conquest (In Person): Do you have problems using the computer or internet? This class is for you! In this beginner computer class, you will learn the basics of a keyboard, how to use the mouse and the features of your computer desktop. You will have Hands On Practice under the instruction of our qualified trainer and computer specialist!

Conquista de la computadora (In Person): Aprenda lo básico de un teclado, de un ratón, de una pantalla, de la Internet y del correo electrónico. Práctica manual bajo la supervisión de un entrenador de MHH.

The Curious Candidate -A Career exploration webinar (Remote using zoom): Are you considering a career change either to earn more money, for greater personal fulfillment, more flexibility or simply to try something new? It is all too easy to get "career pathway tunnel vision" and feel stuck in a particular industry. This webinar will help participants assess their priorities, needs and interests in choosing a new career pathway, as well as identifying where they can apply their transferable skills and experience to new opportunities, and how they can pursue training opportunities to fill any skills gaps.

HCC Grant Information Sessions (Remote using zoom): Throughout the year, Holyoke Community College offers free training programs in a number of different vocations. The webinar provides an overview of current offerings and the process to apply for them.

Interviewing Skills (Remote using zoom): During this interactive webinar you will know the steps to prepare for a successful virtual or in-person interview, draft a Personal Commercial, and practice questions and answers to enable you better able to relate your skills and accomplishments in ways to show how you can help the employer. The Information Interview and salary negotiations also will be discussed.

Job Search Strategies for Mature Workers (Remote using zoom): Suggestions, advice, and information for older job seekers. The webinar Includes examples of what to include in a job search plan, including terminology, the assets older workers provide employers, resume, and cover letter descriptions, as well as how to develop networking strategies and interview preparation.

Job Search Tips and Tools (Remote using zoom): This webinar will go over the tools and strategies to ensure an efficient and successful job search. Topics include career exploration, labor market investigation (LMI), where to find job openings, how to leverage your social media accounts, and how to develop the skills you need to land the job that is



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right for you. We will also discuss how MassHire Career Centers can support you along the way!

Money Matters: Learn how to make better financial decisions that are in line with our values. Identify our financial priorities and challenges. Create long- and short-term financial goals. Learn how to budget, why it's important and practice budgeting. Discuss what makes up credit score and tips on how to rebuild credit.

Networking to Your Next Job Webinar (Remote using zoom): Networking is an important and often unused job search tool to access the "hidden job market." This webinar provides suggestions for creating a successful networking plan, as well as providing a description of the Information Interview process.

Outsmart the Resume Robots (Remote using zoom): You will learn what the Applicant Tracking System (ATS) is and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume in order to "beat" the system. We will also discuss how ATS benefits employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

Slay Your Resume (In Person): In this Resume Workshop you will find out what gets a resume noticed and put to the top of the "Yes" pile. We will go over some best practices, as well as Do's and Don'ts to make a positive impression. This workshop is good for people who need to improve their existing resume, are in the beginning stages of creating one, or for those who are just not quite sure why they are not getting interviews!

Training Grant Opportunities (Remote using zoom)

This webinar will discuss various training grant opportunities, funding and eligibility possibilities.

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You can register for any of these workshop using a method below. Please have your job Seeker Id ready.

1. Call us at (413) 532-4900 and speak to a receptionist
2. Sign into your jobquest account and click on the "Workshop Section".
3. Go to the event section of our website www.massshireholyokey.org

If you are registering for a webinar, a link will be emailed to you the day before the workshop.

MassHire Holyoke, 850 High Street, Holyoke MA 01040 413-532-4900