



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



413-532-4900



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Hampden County Reentry & Recovery Program Hot Jobs! January 22, 2024

Maintenance Worker

Hilton Garden Inn

800 Hall of Fame Avenue, Springfield, MA 01105

Full-time- **Apply on Indeed**

Job Details: Hotel Engineer/Maintenance person needed for weekends and weekday coverage to perform general repairs in and around hotel as needed. Perform general repair and maintenance of all equipment found in and around the hotel. Specific work areas will be assigned as needed to each employee, based on skill level and experience.

Cleaning Specialist

Forastiere Smith Funeral & Cremation

220 North Main Street, East Longmeadow, MA 01028

Part-time- **Apply on Indeed**

Job Details: Cleaning responsibilities include, but are not limited to, cleaning and sanitizing restrooms; all surfaces, furniture and woodwork and glass in lobby, chapel, office areas; cleaning and sanitizing door handles, tables, seating, and other high touch areas; vacuuming, vacuuming stairs, mopping, moving light furniture, cleaning glass doors and mirrors; moving flowers, flower stands and flower/plant pots, helping to display flowers and take them down for the next service. Cleaning office and kitchen areas. 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



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Crew Member

Moe's Southwest Grill

1300 Boston Road, Springfield, MA 01129

Full-time

Apply on Indeed

Job Details: Provide outstanding customer service to all guests while taking orders, food preparation, ensuring food quality with accuracy and energy, and maintaining cleanliness of the restaurant. Responsible for entering orders into POS system and taking cash and credit cards, makes change for guests and works with manager to handle, record and store cash correctly. Maintain the cleanliness of the restaurant including but not limited to beverage center, salsa bar, dining room, doors and windows and restrooms. Handle guest complaints in a timely manner, inquiring about the quality of a guest's dining experience, thanking guests and inviting them to return. Complete food preparation as required and according to Moe's standards. Cross train and assist with all aspects of the restaurant. Other duties as assigned.

Manufacturing Inspection Sorter / Packer: 1st Shift

Super Brush LLC

800 Worcester Street, Springfield, MA 01151

\$17 - \$18 an hour - Full-time

Apply on Indeed

Job Summary: Perform final inspection for finished work. Conduct accurate and timely 100% sort. Package parts according to part specific routing instructions. Keep the work area in a clean and orderly manner. Understand and comply with lot control and environmental control procedures. Comply with all safety requirements. Must have a working command of English language. Must be able to read, write, and understand English language. Must be able to communicate in English verbally and in writing (basic verbal instructions, simple written memos, and instructions). Basic computer skills preferred.



Hampden County Reentry & Recovery Program Hot Jobs! January 22, 2024

Snow Team Members

Mountain View Landscapes & Lawncare, Inc.

Chicopee, MA 01020

\$25 an hour

Full-time

Job Summary: The snow team works only when there is snow or ice. This job is part-time and temporary based on weather. We give as much notice as possible of incoming winter weather, but this is an On-Call position. When it snows, you'll have work! Clearing snow from commercial properties primarily through shoveling, salting, and sanding. Operating snow removal equipment, depending on experience and licensing. Being available to work during all winter storms throughout the season. Maintaining a positive attitude and commitment to safety during all tasks.

Delivery Driver

Atlantic Courier Service

Holyoke, MA 01040

\$19.50 an hour - Part-time, Full-time

Apply on Online

Job Summary: motivated, and ready to work every day. Ideal candidates are energetic and ready to get the job done. Successful drivers put safety first and care deeply about customer expectations and satisfaction. Our vehicles are Dodge Promaster 3500 sprinter vans. Fully equipped with all the technology to assist you in safely and accurately delivering customers' packages on time, every time. If you have previous experience in delivery this job is for you! No delivery experience, no problem.

Guest Service Agent

Hampton by Hilton

600 Memorial Drive, Chicopee, MA 01020

\$16.00 - \$16.50 an hour - Full-time

Apply on Online

Job Summary: Greet and welcome guests in a friendly and professional manner. Assist guests with check-in and check-out processes. Answer phone calls and respond to guest inquiries. Provide information about hotel facilities, services, and local attractions. Handle guest complaints and resolve issues promptly and efficiently.



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Deli Clerk/Customer Service

Frigo Foods

90 William Street, Springfield, MA 0110

Part-time/Full-time

Apply on Indeed

Job Summary: As a Deli Associate, you will be responsible for providing excellent customer service and ensuring the smooth operation of the deli department. Your duties will include: Greeting and assisting customers with their deli orders. Slicing, weighing, and packaging deli meats and cheeses. Preparing sandwiches, salads, and other deli items according to customer preferences. Maintaining cleanliness and sanitation standards in the deli area. Monitoring inventory levels and restocking deli products as needed. Following food safety guidelines and ensuring proper storage of perishable items. Assisting with food preparation and cooking as required.

Customer Service Parts Technician

EKS Solutions

Ludlow, MA

\$22 - \$24 an hour - Full-time

Apply on Indeed

QUALIFICATIONS: Utilize computer systems to identify and look up parts. Provide excellent customer service while selling parts to customers. Assist in warehouse activities, including handling and managing inventory. Promptly address customer inquiries and handle incoming phone calls. Process sales transactions with precision using computer systems. Apply mathematical knowledge for inventory-related tasks. Report damages to the supervisor and actively participate in issue resolution. Maintain the computerized inventory system through timely stock orders. Oversee perpetual inventories and generate detailed store records or reports. Conduct required physical inventory checks with accuracy.

Skills: No formal education required. Essential computer skills. Customer service expertise. Basic math knowledge. Proficient in English. Desirable: Construction parts familiarity, inventory management, some forklift experience



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Domino's

Customer Service Representative

Domino's

2030 Boston Road, Wilbraham, MA 01095

Apply on Indeed

Responsibilities: Ability to add, subtract, multiply, and divide accurately and quickly (may use calculator). Must be able to make correct monetary changes. Verbal, writing, and telephone skills to take and process orders. Motor coordination between eyes and hands/fingers to make precise movements rapidly and accurately with speed. Ability to enter orders using a computer keyboard or touch screen.

Qualifications: You must be 18 years of age or older. Operate all equipment. Stock ingredients from delivery area to storage, work area, walk-in cooler. Prepare products. Receive and process telephone orders. Clean equipment and facilities approximately daily.



CUSTOMER SERVICE REPRESENTATIVE

Family Dollar

292 Belmont Avenue, Springfield, MA 01108

Full-time

Apply on Indeed

Responsibilities: Provides customer engagement in a positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned to maintain an effective and profitable store operation.

Requirements: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. Prefer experience working in retail, hotel, restaurant, grocery or drug store environments. Ability to regularly lift up to 40lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling and repetitive lifting, with or without reasonable accommodation. Ability to work a flexible schedule.



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Entry Level Vehicle Service Specialist

Valvoline Instant Oil Change

Wilbraham, MA 01095

Apply on Indeed

Duties: You will learn to change oil, check, and refill fluids, rotate tires, test and replace batteries, inspect and replace lights and wipers - all included in our 18-point safety check.

Qualifications: Ability to stand for up to 8 hours, climb stairs, and occasionally lift up to 50 pounds. Mobility to crouch, bend, twist, and work with your hands above your head. Comfortable working in a non-climate-controlled environment. Fluency in reading, writing, and speaking English.

Custodian/Maintenance Worker

O'Reilly Auto Parts

1365 Liberty St, Springfield, MA 01104

Apply on Indeed

Responsibilities: Ensure telephone is answered according to company policy. Ensure all buy online/ship to store, hub and store to store transfers, and DC add orders are processed in a timely manner and customers are contacted upon shipment arrivals as needed. Ensure special orders and outside purchases are handled efficiently and according to procedure, utilizing electronic outside purchase order ledger. Ensure retail customer returns and exchanges are processed in an efficient and friendly manner, refunds are issued accurately using the correct payment methods, and returned merchandise is processed or staged in the returns area correctly. Ensure all merchandise, including core charges and warranties, are invoiced before product leaves the store. Ensure that Zipline messages are communicated, and Image Maker and merchandising tasks are delegated and completed as assigned. Ensure team members are adhering to the posted work schedule, changes/deviations are being approved by a member of management, and team members are clocking in/out according to company policy. Perform all store opening/closing duties, including performing day end procedures, verifying/securing money/deposits according to company policy, preparing bank deposits as needed, ensuring all night security lights are on, locking doors and securing building, arming/disarming security alarms, and checking/securing/locking delivery vehicle(s) parked in secure designated area. All other duties as assigned.

Skills: Strong communication skills. Ability to obtain RSS Certification.

FREE TRAINING

START YOUR CAREER AT \$19.00+/HR

START YOUR CAREER AS AN
EMT with a
FREE TRAINING COURSE

Multiple training
sessions in 2024

Each session is in
person

+/- 4 months

*Classes meet 3 times per week

- ✓ Earn a nationally recognized certificate from the National Registry of Emergency Medical Technicians
- ✓ Get assistance with finding work
- ✓ Have a flexible work schedule that fits your needs
- ✓ Earn a starting pay of \$19.00+/hr.



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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