



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025



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



www.massshireholyoke.org



rmasshire@gmail.com



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Housekeeper

Best Western

429 Riverdale Street, West Springfield, MA 01089

Apply on Indeed

Job Details: Perform routine cleaning tasks including dusting, vacuuming, mopping, and sanitizing various areas. Maintain cleanliness of guest rooms, bathrooms, hallways, and common areas. Ensure all cleaning supplies are stocked and properly stored. Report any maintenance issues or safety hazards to management promptly. Follow established procedures for cleaning and housekeeping management to ensure high standards of cleanliness.

Requirements: Previous experience in custodial or housekeeping roles is preferred but not required. Knowledge of industrial cleaning techniques and equipment is a plus. Familiarity with hotel or hospitality environments is advantageous. Strong attention to detail with the ability to follow instructions effectively. Excellent time management skills with the ability to work independently or as part of a team. Physical stamina to perform cleaning tasks that may require lifting, bending, and standing for extended periods. A positive attitude and commitment to providing excellent service.

Housekeeper / Laundry Aide

Sixteen Acres Healthcare Center

215 Bicentennial Highway, Springfield, MA 01118

Apply on Indeed

Job Details: MUST BE FULLY VACCINATED WITH BOOSTER. Prior experience in a nursing home environment with general housekeeping, floor care, heavy environmental cleaning. Freedom from illegal use of drugs. Freedom from use and effects of use of drugs and alcohol in the workplace, and during work hours. Persons who have been found guilty by a court of law of abusing, neglecting, or mistreating Individuals in a health care related setting are ineligible for employment in this position. Utilizes effective time management skills.

Requirements: Sufficient education to demonstrate functional literacy. Prior housekeeping experience in an institutional setting preferred.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Server Assistant

Redstone Restaurant Group
East Longmeadow, MA

Apply on Indeed

Job Details: Oversee restaurant stock and refill condiments as needed. Make sure each waiter station is filled with all the needed items. Bring customers to their tables, communicating with customers regarding any special needs, and relay any issues to the waiter. Reset tables for the next guests by clearing away dirty dishes, and setting new place settings, napkins, and silverware. Handle delivering food from the kitchen to the table on time. Ask if you can help with anything else before leaving the table.

Requirements: This position requires a high school diploma or a GED equivalent. Must have knowledge of proper handling of food items and various kitchen tools. Can stand on feet for extended periods of time, bend and lift for the shift's duration as needed. Experience working in the food services or QSR industry is preferred. Willing to work some nights, weekends, and some holidays, plus pick up extra shifts if necessary.

Coffee Service Technician

J.Polep Distribution
705 Meadow Street, Chicopee, MA 01013

Apply On Indeed

Job Description: Cleaning and refurbishing coffee & food service equipment. Keeping accurate inventory of equipment. Active License. Will need to travel to do repairs. Good driving record. Good customer service. Previous food repair experience preferred.

Requirements: Previous experience with repairing, installation of small food service & coffee equipment preferred. Must be able to troubleshoot and solve problems. Familiar with using basic tools.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Shipping and Receiving

Walnic Services
Agawam, MA 01001
Apply on Indeed

Job Details: Pick, pack, and prepare parts for outgoing shipments. Verify and receive incoming deliveries, ensuring accuracy in shipments. Perform cycle counting and inventory reconciliation to maintain stock accuracy. Operate barcode scanners and update inventory management systems. Label and prepare orders for shipping according to company and customer requirements.

Requirements: Minimum 1 year of experience in shipping, receiving, picking, and packing. Experience with cycle counting, inventory management, and barcode scanning preferred. Basic computer skills, including Microsoft Word & Excel. Strong organizational and attention to detail skills. Good written and verbal communication skills. Ability to work independently and as part of a team in a fast-paced warehouse environment. Ability to lift up to 75 lbs. and perform physical tasks such as bending, standing, and lifting throughout the shift. Willingness to be cross trained in various warehouse functions. Ability to work additional hours as needed to meet production and shipping deadlines.

Lifeguard

POAH Communities
Springfield, MA 01109
Apply in person

Job Description: Assist in maintaining the pool and surrounding area. Monitor resident and guest activity to ensure that all activities are safe. Provide personal assistance to any resident or guest in the pool or its surrounding area - this assistance may be of an emergency where people are at risk of personal injury. Work in an open, weather-exposed area in and around water and surfaces of various textures and elevations.

Requirements: Must be at least 16 years old and be certified as a lifeguard and be certified in CPR and First Aide. Must be able to work a flexible schedule including weekends. Must be able to lift significant amounts of weight (person in distress). Must be mobile in an un-assisted fashion in order to react to emergency situations, e.g. assisting a swimmer out of water.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Store Shelving Reset Merchandiser

SAS Retail Services

Springfield, MA

Apply on Indeed

Job Description: Retail Services' team as a Retail Reset Merchandiser, you'll be making a difference by ensuring the latest products match the new plan. We've got a lot to offer with specialized training and growth opportunities galore.

Requirements: You're 18 years or older. With reliable transportation and valid driver's license. You'll work Monday - Thursday; start times vary within an assigned territory. Additional hours may be available upon request. You like physical work of moving, bending, standing, squatting and can lift up to 25 lbs.

Receptionist

CareOne

East Longmeadow, MA

Apply on Indeed

Job Description: Answer and route all incoming calls with high level professionalism. Greet Visitors. Sort and distribute all incoming and outgoing mail. Perform support for all departments. Perform Data Entry work.

Requirements: High School Diploma or equivalent. Superior interpersonal, communication skills and energetic. Ability to cultivate working relationships both inside and outside the facility. Ability to organize and ensure completion of multiple documents. 2+ years of experience in Healthcare, specifically in the Long Term Care Industry.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

General Labor

Smithfield Foods

Springfield, MA

Apply on Indeed

Job Description: Production employees at Smithfield handle materials and use hand tools, knives, machinery, and equipment to help deliver good food responsibly to America's dinner table. Production team members at Smithfield perform physically demanding work that requires good hand-eye coordination, attention to detail, strength and stamina. Team members must be available to work scheduled hours, which may include mandatory overtime, depending upon production demands.

Qualifications: High School diploma or equivalent and/or experience in a hotel or a related field preferred. Must be able to convey information and ideas clearly. Must be able to evaluate and select among alternative courses of action quickly and accurately. Must work well in stressful high-pressure situations. Must maintain composure and objectivity under pressure.

Dietary Aide

Bear Mountain at West Springfield

42 Prospect Avenue, West Springfield, MA 01089

Apply on Indeed

Job Description: Perform defined work routines, using various dietary utensils, supplies and equipment as assigned by the Dietary Manager. Provide assistance to the cook in the preparation and service of meals. Meet scheduled meal and snack times. Follow Federal and State long term care regulations and Dietary Department policies and procedures. Follow cleaning schedules and perform cleaning duties as scheduled. Assist in arranging tray cards, loading food carts, and serving meals.

Qualifications: The Dietary Aid will be a high school graduate or have a GED. Previous healthcare dietary service experience is preferred. Ability to read, understand and follow recipe directions, diet orders, tray cards, and work assignments. This position will show a willingness to perform routine, repetitive tasks with frequent interruptions. Numerical ability is necessary for recipe preparation and proper measuring of cleaning agents and chemicals, as well as good motor coordination and manual dexterity are required for various work routines such as preparing food items, serving trays, handling soiled dishes, operating dietary equipment and cleaning work area. The Dietary Aide will be able and willing to work flexible hours, such as during an emergency situation and must be patient and tolerant toward staff, residents, and family members.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Sales Associate

Petco

440 N Main St, East Longmeadow, MA 01028

Apply on Indeed

Job Description: Provide great experience by engaging with guests utilizing your acquired skills and training. Assist guests in the proper selection of merchandise in accordance with their identified needs. Demonstrate a high level of interest in the welfare, health, and proper handling of all animals. Process transactions in a way that creates a great experience for each guest. Generate future business through a deep understand of the guests and their pet/s. Perform related duties in support of the Pet Care Center attaining its assigned sales goals. Ensure merchandise is stocked, priced, and displayed to create a great presentation for our guests.

Requirements: Be able to work successfully within a team. In addition to having a professional appearance and demeanor, applicants must also demonstrate a keen and genuine interest in animals and their care. Good interpersonal and verbal communication skills are necessary due to the nature of interaction with the public and other partners and leaders within the store.

Sales Associate

Rocky's Ace Hardware

1381 Liberty Street, Springfield, MA 01104

Apply on Indeed

Job Description: Ability to combine amazing customer service with strong sales skills; Perform all tasks in the store including such activities as cashiering, product placement, receiving of merchandise, processing shipments and/or store stocking, store cleanliness, sales, and operating equipment; Work with management team to achieve established sales and productivity goals; Assisting in maintaining the good working condition of store equipment. Work with management to develop and execute ideas and activities to increase store traffic; Ensure that endcaps, dump bins and feature displays are properly merchandised and maintained; Ensure each customer receives amazing service which follows the Helpful Customer Service behaviors and mystery shop standards. Greet customers as they enter the store. Answer phone calls.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Part-Time Sales Associate

LORIS GIFTS INC

759 Chestnut Street, Springfield, MA 01199

Apply on Indeed

Job Description: Greet customers and actively listen to their needs. Ensure inventory levels are stocked on the sales floor and communicate needs to the manager for ordering. Market merchandise by adhering to advertising, sales promotion, and display plans. Execute daily operational procedures with efficiency, diligence, and integrity. Communicate, execute, and implement Lori's Gifts policies and procedures. Handle cash and credit card transactions utilizing a point-of-sale (POS) system. Other duties as assigned.

Requirements: Actively pursuing or obtaining a High School diploma or GED. Must be 16 years of age or older. Minors must comply with any state or federal work regulations and obtain work permits as necessary. One year of work experience is preferred. Ability to communicate clearly. Willingness to work flexible hours to include evening, weekends, and holidays as needed. Reliable transportation or ability to use public transportation to get to work on time. Ability to lift up to 30 pounds and capable of standing for long periods. Previous specialty or big box experience ideal.

Utility Helper

Hazen Paper Company

240 South Water Street, Holyoke, MA 01040

Apply on Indeed

Job Description: Move materials to and from machine. Load and unload materials from machine. Help monitor production quality while machine is in operation. Help operator with machine cleaning and changeovers. Learn how to operate machines. Continuously progress toward the job of Machine Operator. Job requirements include the ability to pass a drug test and work overtime as needed.

Qualifications: High school or equivalent (Required). Manufacturing: 1 year (Required). Night Shift (Required). Overnight Shift (Required).



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Materials Handler

Holyoke Medical Center
575 Beech Street, Holyoke, MA 01040

Apply on Indeed

Job Description: To receive incoming materials, supplies, and equipment and place stock in proper location or deliver to user department(s), as directed. To compare information on packing slip with purchase order to verify accuracy of shipment. To inspect incoming materials, supplies, and equipment for damage or defects, record discrepancies or damages in shipment, and notify Purchasing personnel. To uncrate and deliver equipment and furniture. To accurately label patient charge supplies. To process and maintain receiving reports, credit memos, and shipping receipt records in an accurate and timely manner. To create and coordinate items for shipment or return, and to prepare bills of lading and other required documentation. To consult with supervisor and Purchasing Department to promptly resolve discrepancies, returns, invoice problems, or shortages. To assist in physical inventories. To alert the supervisor to stock outs and materials for reorder in a timely manner. To rotate all inventory supplies. To take inventory of user storage areas and replenish to established par levels. To maintain all records associated with deliveries of supplies and equipment to end user. To accurately process all returns to Storeroom. To assist with mail sorting and delivery and courier/messenger duties, as assigned. To assist in par-leveling and distribution of linen.

Qualifications: Ability to stand and walk for the majority of work shift, frequently bend, squat and twist, lift up to 50 lbs., climb a ladder to reach merchandise and or supplies, and see and distinguish between fabric patterns and colors.

Price Rite - Receiver (PRRC) Salary Range \$19.50 - 26.00/hr

Price Rite
1600 Memorial Dr, Chicopee, MA 01020

Apply on Indeed

Job Description: To maintain a high level of customer service while safely and efficiently maintaining a neat, clean and organized warehouse. To perform responsibilities that will ensure accurate receiving of all deliveries to protect company assets. To perform other tasks as required in an efficient and safe manner, within Company policy.

Qualifications: ASSOCIATES MUST BE 18 YEARS OR OLDER TO OPERATE BALERS, HI-LOS, POWER JACKS AND SLICING MACHINES.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

HEAVY DUTY PARTS

W.B. Hill, Inc

305 Shaker Road, East Longmeadow, MA 01028

Apply on Indeed

Job Description: Looking for someone to receive packages and bill out part mechanics use on jobs. You must be able to lift heavy boxes and spend a while on your feet. Sometimes it's a fast paced job with a lot happening all at once, and other times not so much. Knowledge of computers, and Multitasking are skills you need for this position.

Experience: Parts: 2 years (Preferred)

Shipping and Receiving Clerk

Doncasters

Springfield, MA 01104

Apply on Indeed

Job Description: Within this role you will ensure every shipment is smooth and efficient by inspecting finished goods for quality and completeness before processing. Weigh packages, calculate shipping costs, and prepare packing slips with all necessary documents. Receive incoming material, supplies and parts, keeping everything organized. Assist with loading and unloading, this may include lifting up to 50lbs, verifying shipments and handling shipping reports. You will also coordinate carriers, track deliveries and ensure timely pickups. Keep records up to date while managing subcontract operations, purchase orders, and customer communications. Stay ahead by prioritizing backend operations, reporting defects and ensuring everything runs smoothly like clockwork!

Freight/Receiving

Home Depot

2001 Boston Road, Wilbraham, MA 01095

Apply on Indeed

Job Description: Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

Dockworker

Ross Express

1311 Union Street, West Springfield, MA 01089

Apply on Indeed

Job Description: Load and Unload Freight: Safely load and unload freight from company trailers, with proper placement in designated dock areas. **Equipment Operation:** Use pallet jacks, forklifts, and other equipment to move freight safely and efficiently. **Freight Security:** Secure freight for safe transport using load bars, straps, and blocking as required. **Freight Inspection:** Inspect freight for damage and promptly report any issues to a supervisor. **Safety Compliance:** Follow safety procedures, wear appropriate protective gear, and maintain a safe work environment. **Effective Communication:** Collaborate with coworkers and supervisors to coordinate the safe and efficient movement of freight.

Requirements: Education: A high school diploma or equivalent (GED) is preferred. **Communication Skills:** Good communication and teamwork skills are essential. **Reading and Understanding Orders:** Ability to read and understand orders and follow safety protocols. **Physical Fitness:** The work can be physically demanding, so physical endurance and strength are important. **Experience:** Experience in a warehousing or manufacturing environment is preferred.

Warehouse Associate

Parts Authority LLC

87 Albany Street, Springfield, MA 01104

Apply on Indeed

Job Description: The warehouse associate is responsible for receiving, labeling, and storing incoming shipments, assessing stock for damages, keeping a concise record of inventory, and accurately filling customer orders. We only want dynamic, career-minded people who are willing to dedicate themselves to this job.

Qualifications: Great communication skills. Time management skills. Able to work well under pressure. Must be able to work well with other staff members and supervisors. Must have an open availability, flexible and able to work various shifts and over time. 1-2 years Warehouse experience preferred. Familiarity with safety measures in a warehouse. Maintain and promote workplace safety. Securing and transferring cash or other assets.



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025



Workshop Offerings at MHH

For a current Calendar of workshop offerings, visit: <https://masshireholyoke.org/events/> or snap the QR Code above.

ChatGPT-Your Job Search Key!: Discover how ChatGPT can turbocharge your job search! Join our workshop, 'ChatGPT-Your Job Search Key!' and learn expert strategies to optimize resumes, target job searches, ace interviews, and negotiate salaries. Regardless of where you are in the job search process, this workshop will revolutionize your approach to landing your dream job. Don't miss out — secure your spot now and accelerate your career with ChatGPT!

TORQ & ONET Secret Weapons for Your Job Search (Remote using Zoom): Learn how the easy-to-use tools found on TORQ Works can generate suggestions for new career pathways based on how your skills and experience apply to today's job market and break free from the trappings of "career tunnel vision" when choosing your next career. Discover the vast wealth of labor market information found on O*NET Online and explore ways to leverage this information to expand your career exploration, gain valuable insights into industry trends and job outlooks, cure your writer's block in preparing resumes, cover letters and job interviews by accessing professional language to describe your previous work experience, and even find job openings near you! Don't miss this opportunity to harness the full potential of what these two secret weapons can do to ensure a successful job search process!

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 one particular occupation. 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.

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

Outsmart the Resume Robots (Remote using Zoom): In this webinar you will learn what Applicant Tracking Systems (ATS) are and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume that will get you noticed through these systems and how to maximize your chances of getting a response from employers throughout the online job application process. We will also discuss how the ATS benefits employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

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



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

questions and answers to enable you to relate your skills and accomplishments in ways to show how you can help the employer. The concept of “Information Interviews” and salary negotiations will also be discussed.

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.

Job Search Strategies for Mature Workers (Remote using Zoom): This webinar will discuss suggestions, advice, and information for older job seekers. It will discuss 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.

Slay Your Resume (in-person): In this resume workshop you will find out what gets a resume noticed and placed at the top of the “Yes” pile. We will go over some best practices, as well as many common *Do’s* and *Don’ts* in order to make a positive impression on employers. 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.

***This workshop will be held at our second location at the *STEAM Building at 208 Race Street, Holyoke, MA.*

Learn to Use WinWay Resume Builder: This Webinar will show you how to use the Resume Building Software in the Resource Center at MassHire Holyoke

HCC Grant Information Sessions (Remote using Zoom): Throughout the year, Holyoke Community College offers a number of free workforce training and certification programs in a number of different vocations. This webinar provides an overview of current offerings through the *HCC Adult Education and Workforce Development* and the process to apply for them.

Training Grant Opportunities (Remote using Zoom): This webinar will discuss various training grant opportunities, funding and eligibility possibilities.

*****Note:** Attending this webinar is a prerequisite first step in order to pursue grant funding through the *Workforce Innovation Opportunity Act (WIOA)* to pay for the cost of certain training programs.

Computer Competence Corner (in-person): is your place to get support and assistance for all your computer and digital literacy needs! At MassHire Holyoke, we understand the importance of technology for the modern job seeker, and this walk-in support service is designed to help you excel. Our **Computer Competence Corner** can improve your job search process, help you learn new computer skills and advance your career by assisting with a range of tech-related needs, including computer basics, effective internet use, cybersecurity, digital communications, online job search, online job applications and proficiency with commonly used software and apps. **The Computer Competence Corner** is a walk-in service and is first come, first served, so no appointment is necessary. However, registration is available for those who want to secure a spot and receive a courtesy call to discuss a plan before the workshop. Laptop computers will be available for use during the workshop, but feel free to bring your own laptop computer so that you can learn how to better use your own device.

***This workshop will be held at our second location at the *STEAM Building at 208 Race Street, Holyoke, MA.*



Hampden County Reentry & Recovery Program Hot Jobs! February 18,2025

El Rincón de Competencia Informática (en persona): con MassHire Holyoke es tu lugar para obtener apoyo y asistencia en todas tus necesidades de competencia informática y alfabetización digital. En MassHire Holyoke, entendemos la importancia de la tecnología para el buscador de empleo moderno y este servicio de apoyo sin cita previa está diseñado para ayudarte a destacar. Nuestro **Rincón de Competencia Informática** puede mejorar tu proceso de búsqueda de empleo, ayudarte a aprender nuevas habilidades informáticas y avanzar en tu carrera, asistiendo en una variedad de necesidades relacionadas con la tecnología, que incluyen conceptos básicos de computación, uso eficaz del internet, ciberseguridad, comunicaciones digitales, búsqueda y solicitud empleo en línea y capacidad en el uso de software y aplicaciones comúnmente utilizados. **El Rincón de Competencia Informática** es un servicio sin cita previa y se atiende por orden de llegada. Sin embargo, la inscripción está disponible para aquellos que deseen asegurar un lugar y recibir una llamada de cortesía para discutir un plan antes del taller. Habrá computadoras portátiles disponibles para su uso durante el taller, no obstante, puedes traer tu propia computadora portátil para que puedas aprender a usarla mejor. *****Este taller se llevará a cabo en nuestra segunda ubicación en el Edificio STEAM en 208 Race Street, Holyoke, MA.**

.....

You can register for these workshops using any method below. Please have your MassHire Job Seeker ID Number ready.

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

If you are registering for a remote webinar on Zoom, a link will be emailed to you the day before or the day of the workshop.

*MassHire Holyoke Career Center at 850 High Street, Holyoke MA 01040 413-532-4900
>>>Second Location: The STEAM Building at 208 Race Street, Holyoke MA 0104*



**Hampden County Reentry & Recovery
Program
Hot Jobs! February 18,2025**