



## Hampden County Reentry & Recovery Program Hot Jobs! May 19, 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.

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## Hampden County Reentry & Recovery Program Hot Jobs! May 19, 2025

### Warehouse Lead, 2nd Shift- Job Post

Pioneer Cold Logistic Services  
149 Plainfield Street, Chicopee, MA 0101  
\$18 - \$20 an hour - Full-time  
Springfield, MA 01104

**Job Details:** Provides support to the activities of the warehouse. Ensure all customers are handled efficiently and professionally. Work closely with Supervisors to ensure employee productivity expectations are met. Responsible for working in all aspects of the warehouse. Maintain clean and safe work areas. Promote a teamwork atmosphere through positive employee relations. Contributes professional and technical knowledge by attending educational workshops approved/chosen by management. Performs a variety of other tasks.

**Qualifications:** High school diploma, GED, or commensurate experience required. At least 3 years of experience in a high-volume material handling business, preferably in the food industry; experience must include exposure to measuring metrics such as productivity, turnover, safety, etc. Basic computer knowledge (MS Office – Word, Excel and Outlook). Ability to manage competing demands and prioritize. Flexibility to work any shifts and overtime as needed. Experience with industrial equipment such as pallet jacks, forklifts, Hi-Lo's and/or stock pickers. Capable of utilizing multiple WMS systems and proficiency with RF systems. Stand, walk; use hands and feet to finger, handle, or feel objects, tools, or controls; talk or hear; vision for reading, recording and interpreting information. Use of computers, scanners, telephones, and other warehouse support and office equipment. Occasional lifting and/or move objects ranging from 20 to 50 pounds. Work longer hours as needed to satisfy customer and seasonal requirements. Able to operate industrial equipment. Frequent hand/eye coordination to operate computer keyboard and industrial equipment.

### DIH O/N Team Associate

1105 Boston Road, Springfield, MA 01119  
\$16 - \$29 an hour - Part-time  
**Apply on Indeed**

**Job Details:** Stocking associates are focused on unloading trucks and stocking new freight. They spend much of their time in the backroom. Stocking associates must be able to lift heavy objects in excess of 50 pounds. Ability to operate heavy machinery such as forklifts may also be necessary.



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### Order Selector

Martin Brower  
(part of Reyes Holdings)  
191 Moody Road, Enfield, CT 06082  
\$24.02 - \$29.48 an hour - Full-time

**Apply on Indeed**

**Job Details:** Safely and accurately select customer orders, build orders according to assigned load tickets, shrink wrap and label orders and move completed orders to the loading dock area of the warehouse. Accurately receive inbound products, replenish and manage inventory as needed. Perform pre-shift equipment checks and safely operate powered industrial equipment within the warehouse. Perform basic sanitation duties to maintain a clean and safe warehouse environment, such as clearing aisles of debris and stacking empty pallets. Other duties as assigned.

**JOB QUALIFICATIONS:** 0 to 1 plus years of general work experience. Must be at least 18 years old. Must be able to lift products from 25 pounds to 50 pounds on a regular basis and up to 170 pounds. High School Diploma or General Education Degree (GED).

### Material Handler

Plastipak Careers  
East Longmeadow, MA  
\$17.90 an hour - Full-time

**Apply On Indeed**

**Job Details:** Operate a forklift to transport raw materials & finished goods between the warehouse & production areas. Use an RF scanning device to scan goods & properly maintain inventory records. Load finished goods to ship to customers. Grow your knowledge & skills through a wide variety of training & on-the-job experiences.

**Requirements:** High School Diploma, GED or equivalent. Minimum of one year of forklift experience. This can be through work experience &/or education & training. Ability to lift up to 50 pounds with or without reasonable accommodation.



## Hampden County Reentry & Recovery Program Hot Jobs! May 19, 2025

### Culinary Apprenticeship

Casa Di Lisa Restaurant

801 Springfield Street, Feeding Hills, MA 01030

\$18 - \$25 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Details:** Prefer cooking experience but willing to train candidates that are seriously interested in learning the craft. Need to be self-motivated & team player that absolutely has the skills of multi-tasking. Weekends are a must as well as some holidays. Local owned family restaurant for 30+ years.

**Requirements:** Day Shift (Preferred). Night Shift (Preferred).

### Crew Member - Evening Closing Shift

Chipotle

334 Russell St, Hadley, MA 01035

\$16 - \$18 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Work as part of a team to ensure smooth and timely service. Prepare and assemble food items according to recipes and procedures. Operate cash registers, handle payments, and provide friendly customer service. Ensure the restaurant is properly closed and prepared for the next day's operations. Maintain cleanliness and sanitation standards including dining area, kitchen, and restrooms. Monitor and maintain food temperatures and follow food safety standards.

**Requirements:** Ability to work in a fast-paced environment while maintaining attention to detail. Strong organizational skills and ability to prioritize tasks effectively. Ability to work with a sense of urgency to close the restaurant in a timely manner. Ability to work late evening shifts and weekends as needed. Reliable and punctual. Positive attitude and willingness to receive feedback, learn, and be part of a culinary team.



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### Front of House Hospitality Concierge

Chick-fil-A

501 Memorial Drive, Chicopee, MA 01020

Part-time, Full-time

**Apply on Indeed**

**Job Description:** At Chick-fil-A Chicopee, as the Hospitality Concierge Team Member you will have the opportunity to make a lasting impression on the guests, working to win their Heart, at every moment by creating moments of Joy. Maintaining the cleanliness of the dining room, performing table touch-ins and refreshing beverages, and looking for ways to elevate their dining experience. Enhance guest dining experience by offering personalized table service, suggesting desserts or additional menu items, and/or taking their order from the comfort of their table. At Chick-fil-A, we want our guests to be served fresh food in a clean, warm, and inviting environment. In addition to working directly for an independent Owner/Operator, Team Members gain life experience that goes far beyond serving a great product in a friendly environment. Team Members are responsible for providing an exceptional dining experience for everyone they serve each day and for ensuring all guests receive signature Chick-fil-A service and food.

**Requirements:** Consistency and reliability. Cheerful attitude. Loves serving and helping others. Customer service oriented. Strong interpersonal skills, Detail-oriented, Ability to multitask. Works well independently and in a team environment. Be willing and able to work a flexible schedule. Ability to lift and carry boxes regularly. Ability to stand for long periods.

### Freight/Receiving

Home Depot

179 Dagget Drive, West Springfield, MA 01089

**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! May 19, 2025

### Line cook

The Blackboard Cafe

101 Point Grove Road, Southwick, MA 01077

\$18 - \$24 an hour - Temporary, Part-time, Seasonal, Full-time

**Apply on Indeed**

**Job Description:** Prepare and cook menu items according to established recipes and standards. Ensure all food is prepared in a timely manner while maintaining high quality. Maintain cleanliness and organization of the kitchen workspace. Always adhere to food safety and sanitation guidelines. Collaborate with kitchen staff to ensure smooth operation during service hours. Assist in inventory management, including ordering and stocking supplies as needed. Participate in menu planning and development of new dishes. Support other kitchen staff as needed during busy periods.

**Requirements:** Proven experience as a line cook or in a similar role within the restaurant industry. Strong culinary skills with a passion for food preparation and presentation. Knowledge of food safety regulations and best practices. Ability to work efficiently under pressure in a fast-paced environment. Excellent teamwork skills with the ability to communicate effectively with kitchen staff. Familiarity with various cooking methods, ingredients, equipment, and procedures. Flexibility to work evenings, weekends, and holidays as required.

### Line Cook/Cook

Maple Leaf Pub

11 Arnold Street, Westfield, MA 01085

\$15 - \$19 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Prepare and cook menu items according to established recipes and quality standards. Work efficiently in a fast-paced kitchen environment while maintaining a high level of attention to detail. Collaborate with other kitchen staff and management to ensure smooth operations. Maintain cleanliness and organization of workstations, kitchen equipment, and storage areas. Adapt to changes in the menu or work requirements, contributing to a flexible and cohesive team dynamic. Assist with other kitchen duties as needed – no task is too small, and we all pitch in when needed.

**Requirements:** Previous kitchen experience is preferred but not required. Ability to work in a fast-paced environment and stay focused under pressure. Strong communication skills and ability to work well in a team. Must be willing to learn, adapt, and take on any role necessary to help the team. Positive attitude and a strong work ethic.



## Hampden County Reentry & Recovery Program Hot Jobs! May 19,2025

### Crew Member - All Shifts

The Wendy's Company  
211 Charlton Road, Sturbridge, MA 01566  
\$15 - \$18 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Stand and move for most - if not all - of your shift. Use restaurant equipment such as a headset, register or grill. Follow brand standards and guidelines to prepare great food, serve our customers and maintain a clean restaurant that you're proud to work in.

**Requirements:** Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

### Bubble Tea Barista

WuKong Tea  
421 E Main St, Westfield, MA 01085  
\$15 - \$17 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Prepare and serve a variety of hot and cold beverages, such as bubble tea and smoothies. Take customer orders and provide exceptional customer service. Operate the cash register and handle cash transactions accurately. Maintain a clean and organized work area. Follow health and safety guidelines for food handling and preparation. Collaborate with team members to ensure efficient operations.

**Requirements:** Previous experience in the food industry or food service is preferred. Knowledge of basic math and retail math for cash handling purposes. Ability to operate a cash register and handle cash transactions accurately. Strong attention to detail in order to prepare beverages according to customer preferences. Excellent customer service skills with the ability to communicate effectively. Ability to work in a fast-paced environment and handle multiple tasks simultaneously. Flexibility to work various shifts, including weekends and holidays.



## Hampden County Reentry & Recovery Program Hot Jobs! May 19,2025

### Medical Front Desk/Insurance Verification

Mattax Neu Prater

Springfield, MA

Full-time

**Apply on Indeed**

**Job Description:** Welcome and greet all patients and visitors. Register new patients to verify insurance eligibility. Requires medical insurance knowledge to verify insurance eligibility through electronic resources. Update existing patient demographics. Collect patients out of pocket liability (co-pays, co-insurance & deductibles). Protect patient confidentiality. Responsible for keeping the reception area clean and organized.

**Requirements:** One-year medical office experience. One-year medical insurance verification experience. Exceptional customer service and organizational skills. Attention to detail and accuracy. Effectively communicate with patients, in a kind, courteous and patient manner. Effectively communicate with coworkers and supervisors. Ability to multi-task. Ability to use standard office equipment. Proficient with Microsoft Office program or other software required. Good attendance/dependability.

### Front Desk Receptionist

Dunn & Phillips, P.C.

185 Belmont Avenue, Springfield, MA 01108

From \$16 an hour - Full-time

**Apply on Indeed**

**Job Description:** Answer phone calls, screening intakes, and connecting callers with the appropriate office. Managing the flow of traffic through the front office, including managing appointments and documents which need to be signed. Receiving mail and deliveries. Ensuring these are forwarded to the appropriate office staff. Assisting with finance tasks, such as mailing checks, bank runs, and other tasks as needed. Assisting legal assistants and/or paralegals with case file organization.

**Requirements:** High school diploma, bachelor's degree preferred. Strong customer service skills and ability to interact professionally with colleagues and clients. Organized, efficient, and reliable. Proficient in Word, Excel, and Outlook. Front desk and/or office experience.





## Hampden County Reentry & Recovery Program Hot Jobs! May 19,2025

### Front Desk Agent

Falcon Hotel Corp  
Springfield, MA 01105

**Apply on Indeed**

**Job Description:** Check guests in and out according to Hilton standard. Post charges to guest folios. Maintain and inventory gift shop items. Enroll guests into our guest loyalty program. Receive and pick up guest in-coming and external calls. Transfer calls. Attend pre-shift meetings. Create key packets for group check-ins. Explain services and features of hotel. Perform all other duties as assigned.

**Requirements:** Knowledge of discipline policies, procedures and services and general knowledge in other departments in the hotel. Exceptional computer skills. Ability to communicate well in English. Ability to achieve positive guest relations and maximize guest satisfaction. Ability to handle cash and credit transactions. Ability to comply with all company rules and policies. Experience with PEP (Property Engagement Platform) preferred.

### Part time Service Desk Weekend hours

Healthtrax Fitness & Wellness  
45 Crane Avenue, East Longmeadow, MA 01028  
Part-time

**Apply on Indeed**

**Job Description:** The Service Desk Receptionist with manager on duty responsibilities exhibits maturity and dependability with a keen attention to their surroundings in order to provide safe, immediate, efficient and friendly customer service. Serving as a key holder and manager on duty you are responsible for helping to ensure the safety of participants removing any potential hazards and risks of injury including placing out of order signs on equipment as needed. You will take pride in keeping the center spotless and sanitary during slow times with general cleaning of the reception, member lounge, spot checking throughout the center.



## Hampden County Reentry & Recovery Program Hot Jobs! May 19,2025

### Hotel Guest Service Agent / Front Desk 1st shift

Hampton Inn and Suites Springfield Downtown  
(part of Hilton)

851 E Columbus Ave, Springfield, MA 01105

From \$15 an hour - Part-time

**Apply on Indeed**

**Job Description:** This position requires strong attention to detail, and the ability to multitask in a fast paced and professional environment. Possess strong computer skills and has a firm grasp of Microsoft office software. A Guest Service Agent is sales-minded and represents the hotel throughout all stages of the guest's stay experience. The Guest Service Agent is responsible for taking reservations, greeting and registering guests, providing outstanding guest service during their stay, and settling the guest's account upon completion of their stay. The Guest Service Agent shift available is our 7:00am-3:00pm, shift. This candidate must be flexible and available to cover. Weekends and holidays are required!

### Front Desk Agent

Holiday Inn Express

145 State Street, Springfield, MA 01103

\$18 an hour - Temporary, Temp-to-hire, Full-time

**Apply on Indeed**

**Job Description:** Ability to clearly and pleasantly communicate both verbally and in writing in English with guests, management and co-workers, both in person and by telephone\* Ability to accurately and efficiently input information into computer systems\* Ability to work cohesively with co-workers both within and outside of your department\* Ability to compute accurate mathematical calculations\* Ability to think clearly, quickly and make concise decisions\* Ability to prioritize, organize and follow up\* Ability to work well under pressure, dealing with many arrivals and departures within a short period of time\* Previous customer service experience\* Previous hotel front desk experience is required\* Previous cashiering experience is preferred\* Fluency in a foreign language is preferred\* Previous guest relations training is preferred.

**Requirements:** Hotel Front Desk: 1 year (Required.)



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### Medical Receptionist

American Family Care

415 Cooley Street, Springfield, MA 01128

\$20 - \$24 an hour - Full-time

**Apply on Indeed**

**Job Description:** You have experience with insurance verification and medical billing (non-negotiable!). You can explain complex insurance concepts to frustrated patients with empathy and clarity. You're obsessively detail-oriented – a single digit error in an insurance ID can cost thousands. You've worked as a Medical Receptionist, Administrative Assistant, or in any Customer Service role in a medical office setting. You're tech-savvy with medical billing software and EMR systems. You have excellent problem-solving skills and can find billing solutions that work for both patients and the clinic. You maintain a positive attitude even when dealing with challenging financial conversations

# FRESH START CAREER DAY!



Actively Hiring  
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CORI Sealing  
Assistance

**Open to ALL job seekers!** Connect with hiring employers, explore new career opportunities, and access valuable resources to move forward! If you're looking to start fresh, advance your career, or need CORI sealing assistance, we can try to help you seal it to open new opportunities!

**WEDNESDAY, MAY 21<sup>st</sup>, 2025**



1:00 - 5:00 PM



Basketball Hall of Fame  
Springfield, MA

*Pre-registration is highly encouraged for all job seekers, but is a requirement for people seeking CORI assistance.  
Please use the link or QR code below.*

[https://bit.ly/Fresh\\_Start\\_Career\\_Day](https://bit.ly/Fresh_Start_Career_Day) or QR Code



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Hampden County Reentry & Recovery  
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# 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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HOLYOKE CAREER CENTER

Copy and Paste the link <https://tinyurl.com/MassHire-EMT>  
or use QR Code for more information and to register!

Or Call DeAnna McHenry: 413-322-7173





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### Workshop Offerings at MHH

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**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 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.



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**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.*

**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





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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*.

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**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.massshireholyokey.org](http://www.massshireholyokey.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 01040*



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