





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**
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- CAREER **EXPLORATION**
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- JOB MATCHING AND JOB DEVELOPMENT
- ASSISTANCE OBTAINING YOUR CORI

MASSHIRE HOLYOKE - 850 HIGH STREET - HOLYOKE, MA 01040





413-532-4900 www.masshireholyoke.org



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2nd Shift Driver / Warehouse Associate

JOSEPH'S BAKERY Massachusetts \$17 - \$18 an hour - Full-time **Apply on Indeed**

Job Details: Responsible for delivering product in good condition to destinations by ensuring correct counts, operating an electric counterbalanced reach lift and/or pallet jack. Fill out all appropriate paperwork in an accurate manner. Follow the rules and regulations of our safety and quality plans.

Requirements: High school diploma/GED; Associate degree is preferred. Ability to drive box truck | DOT Medical Card. Bilingual: Spanish. Proficiency in Excel and Microsoft Suite. Ability to prioritize multiple tasks in a fast-paced environment. Exceptional organizational skills and attention to detail. Strong initiative and good judgment. Good interpersonal skills and desire to be a team player. Physical requirements: climb a ladder, reach, bend, and frequently lift loads up to 50 lbs, stand on their feet for prolonged periods at a time, as well as traverse sets of stairs frequently. Work Schedule requirements: Shift Position: 1:00 PM – 9:30 PM Sunday through Friday. Be available to support a 24/7 manufacturing operation.

Warehouse Associate

American Bubble Boy West Springfield, MA 01089 From \$20 an hour - Part-time, Full-time **Apply on Indeed**

Job Details: Performing the picking and packing for shipment of orders. Facilitating the receipt of all incoming shipments daily. Ensuring order fulfillment as quickly as possible. Maintaining cleanliness, organization, and minor upkeep of warehouse facility. Communicating openly with other departments and management daily. Ensuring efficiency and adherence to quotas, by all team members on location, always. This is a hands-on position! Requires constant movement, ability to stand/walk for long periods of time, and the ability to lift and carry objects weighing up to 65lbs. Must be able to and comfortable with driving small box trucks (U-Haul/Penske - does not require special license).

Requirements: 1+ years of warehouse experience (preferred). Valid and Clean Driver's License required. Minimal computer skills required.





Order Assembler

Belmont Laundry & Dry Cleaners Home Delivery Route Springfield, MA 01108 Up to \$35,000 a year - Full-time **Apply on Indeed**

Job Details: Belmont Laundry Inc. is seeking a hard-working employee to supervise our linen department. Timely completion of the processing and assembly of orders for our established commercial delivery routes.

Requirements: Reliable attendance to work 40hr. M-F schedule. Attention to detail, accuracy is a must. Strong basic math skills. Experience maintaining inventory. Time management skills. Ability to follow directions. Must work well in a team setting.

Home Health Aide (HHA)

Capuano Home Health Care, Inc. Springfield, MA Part-time, Full-time **Apply on Indeed**

Job Details: Provides personal care services in accordance with a written plan of care developed by a registered nurse and/or therapist in consultation with the client and other caregivers. Demonstrates proficiency in providing and/or assisting with the following personal care services and activities of daily living: Bathing activities including complete and partial sponge baths, showers, shampooing and tub baths. Oral hygiene care, including care of dentures. Assist with toileting. Prepares meals appropriate to the client's prescribed diet. Promotes client safety. Performs light housekeeping tasks as assigned. Documents all care and services provided in a complete, legible, and timely manner. Adheres to confidentiality policy and procedures. Follows infection control practices, social distancing and universal precautions.

Job Requirements: MUST HAVE A VALID HHA CERTIFICATE or CNA LICENSE.





Crew Leaders - Landscape Maintenance

Springfield -Yellowstone Landscape Chicopee, MA 01013 Full-time **Apply on Indeed**

Job Description: Supervising all lawn maintenance service activities of the crew - ensuring that all crew members have the required safety material, that the crew members have the training and tools needed to complete the job and that the crew members are always operating safely. Completing a pre-trip inspection report each day. Coordinating with branch management, customers and employees as needed. Using landscaping tools and operating heavy equipment as needed. Safely driving crews to and from jobs, adhering to Company's safety policy and ensuring that the public will be safe while in contact with crews.

Qualifications: Experience managing a crew consisting of laborers providing landscaping or related services. Clean driving record. Strong English communication skills. Bilingual Spanish a plus.

Host/Hostess

bNapoli Italian West Springfield, MA 01089 Part-time **Apply on Indeed**

Job Description: Candidates must have great interpersonal skills (previous Host/Hosting experience) is preferred. As Host/host you will be responsible for greeting customers when they arrive, making reservations over the phone, keeping track of waitlists, and minor server assistance. Experience with Guest Center on Open Table is a plus (big part of the position) as this is where you will creatively accommodate guests. The hours are Tuesday through Saturday 5pm-9/10pm. The best attribute for this position is someone who can be quick on their feet and think independently. We look forward to meeting the right candidates!

Requirements: Evening shift. Weekends as needed.





Line Cook

Lola's by The Federal Restaurant group Longmeadow, MA 01106 From \$15 an hour - Part-time, Full-time Apply on Indeed

Job Description: Assist in the preparation and production of meals in a fast-paced kitchen environment. Follow recipes and portion control guidelines to ensure consistency and quality. Prepare ingredients by washing, chopping, and measuring as needed. Cook food items according to established procedures and recipes. Maintain a clean and organized work area, including proper storage of food items. Adhere to all food safety and sanitation guidelines. Collaborate with other kitchen staff to ensure smooth operations.

Requirements: Knowledge of food handling and safety regulations. Ability to work well under pressure in a fast-paced environment. Strong attention to detail and organizational skills. Excellent communication and teamwork abilities. Flexibility to work various shifts, including evenings, weekends, and holidays.

Donut Production, Baker

Donut Dip West Springfield, MA 01089 \$20 - \$30 an hour - Part-time, Full-time **Apply In Person**

Job Description: Measure, mix, cut, proof, and fry different types of donuts and pastry. Follow recipes and ensure that all ingredients are measured accurately. Maintain a clean and organized work area, including proper storage of ingredients and equipment. Always adhere to food safety and sanitation standards. Collaborate with other kitchen staff to ensure efficient production and timely delivery of production.

Requirements: Previous experience as a Baker or in a similar role preferred. Strong knowledge of donut production, yeast raised dough and cake dough, techniques and principles. Ability to work in a fast-paced environment and handle multiple tasks simultaneously. Excellent attention to detail and organizational skills. Knowledge of food safety regulations and best practices. Ability to work well as part of a team in a collaborative kitchen environment.





Moving Driver/Professional Driver

College Hunks Hauling Junk & Moving Ludlow, MA 01056 \$20 an hour - Part-time **Apply on Indeed**

Job Description: Provide friendly, positive and stress free moving or hauling experience to all customers. Safely drive, move, pack, and unpack customer belongings. Be on time. Be friendly. Be safe. Lead by example. Always be branding.

Requirements: Valid/Active Driver's License required. Must be able to safely drive small and medium-sized box trucks. Must be willing to submit to a pre-employment background check. Endurance to lift and carry heavy items (50 lbs. or more) while climbing stairs, balancing, and walking. Eligible to work in the United States. Previous experience in driving, general labor, loading, unloading, landscaping, construction, production, manufacturing, assembly, or warehouse work is helpful but not required.

Delivery Driver

Yankee Mattress Company Agawam, MA 01001 From \$19 an hour - Full-time **Apply on Indeed**

Job Description: Embody Our Values: Through expert handling and personalized service, you'll ensure that you leave every customer's home knowing they've made the right choice for their sleep needs. As a guest in their home, you will be the face of the Yankee Mattress brand in the last leg of their customer journey. Drive and Deliver Safely: At the core of this position, we want to prioritize safety in driving and delivery for our customers, our team members, and our community. You will be trusted to drive our truck and deliver our products throughout the surrounding area. Every day should be approached with a sense of accountability and a desire for continuous self-improvement.

Requirements: Valid driver's license with a clean driving record. DOT medical card required. Can be obtained through Yankee Mattress. Able to drive a 20-24 foot truck. Able to lift heavy objects (up to 150 lbs.).





Tank Washer

Labor Services Company Springfield, MA 01104 From \$20 an hour - Full-time **Apply on Indeed**

Job Description: This facility cleans the interiors and exteriors of food grade over the road transportation equipment.

Requirements: Experience in tank/truck washing or environmental in-plant cleaning, including hydro-blasting, is a plus.

Forklift Operator/Material Handler

Reliable Temps Inc. East Longmeadow, MA \$17.40 an hour - Full-time Call 413-786-9941

Job Description: Safely operate hi-lo equipment to load and unload materials from trucks and storage areas. Transport materials to designated areas within the warehouse or distribution center. Stack and organize materials in an efficient and orderly manner. Perform routine maintenance checks on equipment to ensure proper functioning. Adhere to all safety protocols and guidelines while operating equipment. Assist with other warehouse duties as assigned by supervisor.

Requirements: Please submit your resume to www.reliabletemps.com/employee or call 413-786-9941 for more details.

2nd Shift Driver / Warehouse Associate

JOSEPH'S BAKERY Massachusetts Full-time Apply on Indeed

Job Descriptions: Responsible for delivering products in good condition to destinations by ensuring correct counts, operating an electric counterbalanced reach lift and/or pallet jack. Fill out all appropriate paperwork in an accurate manner. Follow the rules and regulations of our safety and quality plans.

Requirements: High school diploma/GED; Associate's degree is preferred. Ability to drive box truck | DOT Medical Card. Bilingual: Spanish. Proficiency in Excel and Microsoft Suite. Ability to prioritize multiple tasks in a fast-paced environment. Exceptional organizational skills and attention to detail.





Hotel Room Attendant

Fairfield Inn & Suites Holyoke, MA 01040 Part-time **Apply on Indeed**

Job Description: Stocking hotel guest rooms with appropriate supplies. Ensuring cleanliness in all rooms meets or exceeds expectations. Changing linens and towels as needed. Making beds in accordance with standards to ensure guest satisfaction. Cleaning guest room bathrooms to maintain cleanliness and hygiene standards. Vacuuming, dusting, and proper cleaning of glass in guest rooms. Removing trash. Replacing amenities as needed or requested. Ensure that television, heating/air conditioning units, and lights are all in working order. Communicating to upper management or maintenance to ensure out of order items are documented for repair. Respond to and resolve housekeeping requests and complaints in a timely manner. Remain courteous with guests. Practice safe working habits that comply with sanitary, safety, security and emergency procedures

Requirements: This position requires you to be on your feet, bending, walking and standing all day. Weekend availability required.

Custom Product Packer

Super Brush LLC Springfield, MA 01151 \$18 an hour - Full-time

Apply on Indeed

Job Description: Verify job order # and all materials match job router. Verify weight counts on all packaging. Maintain lot control while labeling cartons. Tape and seal cartons. Record data on paperwork. Keep the work area in a clean and orderly manner. Understand and comply with Protocol area garbing procedures: hair net, beard guard (if applicable), lab coat, gloves, safety glasses (when applicable). Comply with all safety requirements. Comply with company policies relative to regular attendance and punctuality. Perform all other related tasks as required.

Requirements: Prior experience working in light industrial manufacturing environment required. Appropriate training and experience to fulfill all requirements of work areas described above. 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).





Valet Attendant FT or PT

Valet Park of America Springfield, MA 01105 \$16 - \$19 an hour **Apply on Indeed**

Job Description: 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.

Requirements: All employees must undergo a criminal records check. Must be available to work weekends and holidays when necessary. Must have a neat appearance and a good attitude. All employees are hired on a 30-day trial period. If during that time the employee does not perform their duties to the satisfaction of management, they can be terminated without cause. All employees will train for four shifts. During this time, they will not receive tips but will receive a higher pay rate as compensation. VPA is an Equal Opportunity Employer. Management will make all final decisions regarding employment offers.

Warehouse Receiver Night Shift

C&S Wholesale Grocers, LLC Westfield, MA 01085 \$21 an hour **Apply on Indeed**

Job Description: Record shipment data into computer system, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and record-keeping purposes. Maintain accurate counts on inbound freight to insure appropriate warehouse storage availability.

Requirements: At least six months of warehouse experience. Electric Pallet Jack experience preferred. Strong planning and execution skills. Ability to work with and through others to achieve desired results. Strong team orientation and collaboration to work effectively in a team environment. Excellent verbal and written communication skills to effectively interact with people at all levels in the organization. Ability and willingness to follow all safety policies and procedures.





Seeking a Local Baker

Shelburne Falls Coffee Roasters Greenfield, MA 01301 \$15.50 - \$16.50 an hour - Part-time **Apply on Indeed**

Job Description: Prepares, produces, and bakes breakfast pastries, breads. Decorates baked goods. Sets time and speed control for kitchen equipment. Measures and weighs flour or other ingredients to prepare batters, dough, and fillings. Cleans, all baking equipment including ovens, mixers floors, freezer, and refrigerators

Requirement: Lifting and carrying around 50lbs. Communicate and work well in a small team. Take direction and be willing to learn the importance of our quality standards. Uphold all cleaning and health code standards.

Phone person

Parker pizzeria West Springfield, MA 01089 From \$15 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: Answer incoming phone calls promptly and professionally. Assist customers with placing orders and provide product information. Utilize Aloha POS system to process transactions efficiently. Upsell additional products or services to customers. Handle customer complaints or concerns with patience and empathy. Maintain a clean and organized work area. Collaborate with team members to ensure smooth operations.

Requirements: Proficiency in Aloha POS system. Knowledge of POS systems in general. Experience in food handling or the food industry. Strong upselling skills. Basic math skills for processing transactions accurately. Sales experience is a plus. Excellent time management abilities. Familiarity with retail math concepts. Strong mathematical aptitude. Passion for the food industry.





Dishwasher

Greathorse Hampden, MA 01036 \$16.75 an hour - Part-time **Apply on Indeed**

Job Description: Load, run, and unload the dish machine. Monitor dish machine water temperature, detergent, sanitizer, and chemical levels to ensure a sanitary wash cycle. Keep the dish machine clean and maintain the cleanliness of dishware. Properly washes, sanitizes, and stores all tableware and kitchenware. Maintain adequate levels of clean tableware for the entertainment center. Handle tableware carefully to prevent breakage and loss, Maintain adequate levels of dish detergents and cleaning supplies. Keep the dish room, food preparation, and production areas clean and organized.

Qualifications: Must be at least 18 years old. Availability to work various shifts, including weekends. Have a good attitude and participate as a member of the team. Able to work a flexible schedule, including nights, weekends, and holidays.

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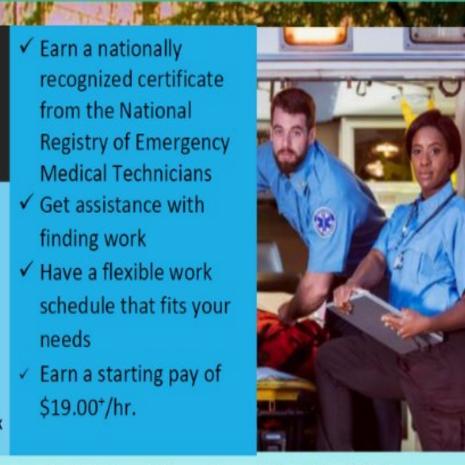
Multiple training sessions in 2024

Each session is in person

+/- 4 months

*Classes meet 3 times per week

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- ✓ Get assistance with finding work
- √ Have a flexible work schedule that fits your needs
- Earn a starting pay of \$19.00+/hr.



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



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.

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 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.masshireholvoke.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



