



## Hampden County Reentry & Recovery Program Hot Jobs! June 17, 2024



### 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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**MASSHIRE HOLYOKE - 850 HIGH STREET - HOLYOKE, MA 01040**



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## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### Warehouse Sanitation Worker

Janitorial Company  
Springfield, MA 01104

**Apply on Indeed**

**Job Details:** Perform cleaning duties such as sweeping, mopping, and dusting. Sanitize restrooms, kitchens, and other designated areas. Dispose of trash and recyclables. Operate cleaning equipment such as buffers and industrial vacuums. Follow safety procedures to ensure a clean and hazard-free environment. Assist with minor maintenance tasks as needed.

**Requirements:** Previous experience in custodial or sanitation work preferred. Knowledge of residential painting, commercial cleaning, floor care, and industrial cleaning practices. Ability to maintain cleanliness in accordance with established standards. Strong attention to detail and the ability to work independently. Physical stamina to stand, bend, and lift throughout the shift.

### Group Home Worker

LifeConnections  
Agawam, MA  
Up to \$21 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Details:** Provide supervision and mentoring to clients, including role modeling appropriate behavior, redirection and crisis management. Teach daily living skills, meal preparation, hygiene practices, recreational & social activities. Help improve client's social skills, interpersonal skills, life and coping skills through the development of respectful & positive relationships. Be a positive role model to help shape growth and build trust. Be their first line of support to provide emotional stability during moments of crisis.

**Requirements:** High School Diploma or GED. Valid driver's license required & 18+ years of age. Authorized to work in the United States. Satisfactory completion of background screening and applicable pre-employment checks.



## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### Front Counter Customer Service

Bella Napoli

West Springfield, MA 01089

Part-time

**Apply on Indeed**

**Job Details:** Maintain composure during busy times. Provide accurate, valid and complete information by using the right methods/tools. Handle customer complaints, provide appropriate solutions and alternatives. Follow communication procedures. Take the extra mile to engage customers.

**Requirements:** Proven customer support experience. Strong phone contact handling skills and active listening. Customer orientation and ability to adapt/respond to different types of characters. Excellent communication skills. Ability to multi-task, prioritize, and manage time effectively. High School Degree.

### Warehouse, Shipping, Receiving, 2nd Shift

Astro Chemicals, Inc.

Springfield, MA 01104

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

**Apply on Indeed**

**Job Details:** Conduct and assist in loading and unloading of chemical products from trucks and trailers. Receive products, supplies and hardware; verify receipt against Bill of Lading/Manifest. Utilize proper storage procedures of chemical products in designated racks, bay and building by utilizing specialized material handling equipment and defined storage methods. Experience in yard moves is essential to this role. Confirm all special customer instructions are adhered to - custom labels or stencils, lot.



## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### **Donut Production, Baker**

Donut Dip \*\*\* APPLY IN PERSON

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

**Qualifications:** 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.

### **2nd Shift Driver / Warehouse Associate**

JOSEPH'S BAKERY

Massachusetts

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

**Apply on Indeed**

**Job Description:** 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. Strong initiative and good judgment.



## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### **Kitchen Worker - Part Time - MGM Springfield**

MGM Resorts International

Springfield, MA 01103

\$15.65 an hour - Part-time

**Apply on Indeed**

**Job Description:** Breakdown, load, unload, catch, and properly sort dishes, glassware and flatware as it is brought to the dish area. Wash, sort, and store pots in their proper location on the shelf, large items on the bottom shelf. Load dish washing solution into automatic dispenser and regulate the output of detergent and chemicals to the dish washing machine by monitoring and adjusting controls. Unload clean dishes from rack after being processed through dish machine, inspect for cleanliness and carefully stack in specified carts and shelves.

**Requirements:** Takes pride in their work. Looks forward to working with a team to provide positive experiences. Describes themselves as detail oriented. Enjoys helping others and likes to make a good impression. Can handle multiple tasks at one time.

### **Patient Customer Service Representative- job post**

CONFIDENTIAL HEALTHCARE COMPANY

Springfield, MA

\$16.50 - \$17.50 an hour - Full-time

**Apply In Person**

**Job Description:** Processing our patients as they arrive and/or exit the office with cross-training in other departments, as directed by your supervisor. This is an extremely important role, and a pleasant, positive personality is required! To be successful as a Patient Services Coordinator, you should be able to multi-task while maintaining a smile in your voice. Multitasking, accuracy and stress management skills are essential for this position!

**Requirements:** Customer service: 1 year (Preferred), Medical terminology: 1 year (Preferred), Computer skills: 1 year (Preferred)



## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### Order Assembler

Belmont Laundry & Dry Cleaners Home Delivery Route

Springfield, MA 01108

Up to \$35,000 a year - Full-time

**Apply on Indeed**

**Job Description:** Timely completion of the processing and assembly of orders for our established commercial delivery routes.

**Requirements:** Reliable attendance to work a 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.

### Shipping Clerk

Hampton Farms

Springfield, MA

**Apply on Indeed**

**Job Description:** Order entry. Preparing Bills of Lading, Invoicing, Logistics – including functions associated with these tasks. Inventory management/Confirmation. Approving Payables. General clerical duties include emailing, photocopying, fax and mailing, but not limited to other tasks associated with this position. Maintain electronic and hard copy filing system. Retrieve documents from filing system. Maintain office supply inventories. Coordinate maintenance of office equipment. Assist with label room including label printing, data entry, etc.

**Requirements:** Combination of office environment along with duties that will require the incumbent work in a plant environment where physical hazards such as production equipment and forklifts may be present.



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### Shipping Clerk

Meherrin Agricultural and Chemical  
Springfield, MA  
Full-time

**Apply on Indeed**

**Job Description:** Order entry. Preparing Bills of Lading, Invoicing, Logistics – including functions associated with these tasks. Inventory management/Confirmation. Approving Payables. General clerical duties include emailing, photocopying, fax and mailing, but not limited to other tasks associated with this position. Maintain electronic and hard copy filing system. Retrieve documents from filing system. Maintain office supply inventories. Coordinate maintenance of office equipment. Assist with label room including label printing, data entry, etc.

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### Phone person

Star pizza  
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.



## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### Breakfast Attendant

La Quinta Inns & Suites  
Springfield, MA 01104  
\$15.50 an hour - Part-time  
**Apply on Indeed**

**Job Descriptions:** Prepare and set up the breakfast area for guests. Ensure food safety and sanitation standards are followed - Heat food to safe handling procedures, stock breakfast items such as pastries, cereals, fruits, make coffee, and replenish beverages. Set up a breakfast buffet and ensure it is fully stocked with fresh food and beverages. Maintain cleanliness and organization of the breakfast area: Clean tables as guests leave, replenish food items as needed, wash dishes, customer service, work as a team, mop and vacuum area and trash removal. Assist guests with their breakfast needs and provide excellent customer service.

**Requirements:** Must be available 5 AM until 11:30 AM Tuesday and Wednesday. Previous experience in the food service industry is preferred. Knowledge of food safety regulations and practices. Strong customer service skills with a friendly and approachable demeanor. Ability to work in a fast-paced environment and multitask effectively. Attention to detail in ensuring the breakfast area is clean and well-stocked. Flexibility to work early mornings, weekends, and holidays as required. Must be able to stand for long periods of time and lift up to 25 pounds When situations arise involving the service to or the comfort of our guests, it is vital that you take responsibility to respond quickly to guest problems and needs, and to coordinate the total operation of the property.

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### 3rd Shift Ice Cream Machine Operator and Sanitation

Friendly's

Wilbraham, MA 01095

**Apply on Indeed**

**Job Description:** The General Sanitation Operator is responsible for ensuring optimum quality products through completing proper cleanup and sanitation tasks by following regulatory standards, ensuring the production/process areas are both clean and sterile. Perform the basic housekeeping to include clean floors, walls, ceiling, air vents, lights, etc., of the plant, equipment, and exterior of all equipment. Accomplish pre-operations check on all product contact surfaces including pumps, valves, agitators, alcoves and clamps before start up. Utilizing continuous improvement mindset, assist in identifying opportunities to improve processes. Follow Good Manufacturing Practices. Complete duties as assigned through (Insert facility specific sanitation program (MP2, etc) Maintain a clean, sanitary and safe work area. Follow all required work safe practices. This would include wearing of all required PPE in designated areas, confined space safety, safe chemical handling, fall restraints, etc. Responsible for food safety, pre-requisite programs and food quality related to designated area. Report any food safety and food quality related issues to management immediately. Perform other duties as assigned.

**Requirements:** High School Diploma or equivalent preferred. 6 months experience required. Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Must be able to stand, walk, push or pull most of the day. Must be able to lift up to 50 pounds frequently and manually stack and move cases up to 6-8 cases high. Must be able to work in an environment where the temperature is maintained at minus 22 degrees Fahrenheit using appropriate PPE (personal protective equipment). Must be willing to work flexible hours including overtime, weekends and holidays. Be able to effectively work in a team environment. Effective verbal and written communication skills. Ability to work in a fast-paced environment. Must be able to pass all pre\*employment screens (including drug, background and criminal checks).



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### Machine Operator - Night Shift

Charter Next Generation

Deerfield, MA 01342

\$20.00 - \$25.50 an hour - Full-time

**Apply on Indeed**

**Job Description:** Performs duties in a manner that adheres to safety policies and procedures. Participate in the training curriculum as an operator learning aspects of plastic extrusion line operations while completing assigned duties required for certification. Change plastic extruding machine, set up according to production line changes following specifications on work orders, and examine products for nonconformance to specifications. Responsible for monitoring quality and accuracy of the line and scrap. Perform housekeeping and preventative maintenance tasks as required to maintain equipment.

**Requirements:** Ability to work with measuring tools such as tape measure, calipers, etc. Solid technical/mechanical aptitude. Physical ability to stand, walk, bend, pull and lift throughout a 12-hour period. (Our lift limit is 65lbs). Ability to pass a pre-employment drug screen. Focus on safety and quality production. Basic computer knowledge. Strong communication skills. Positive attitude and a willingness to learn. 1-3 years of plastic extrusion experience preferred.

### Retail Sales Associate - Springfield

Springfield, MA

\$20 - \$30 an hour - Part-time

**Apply on Indeed**

**Job Description:** This position earns commission in addition to base pay. Successful candidates in this role are expected to earn **\$17.50 - 19.00 hourly + \$225 - \$750/ weekly** commission, Base pay is based on several factors including but not limited to work experience, education, geographic location, certifications, etc. Your recruiter can share more about the specific compensation package for your preferred role during the hiring process.

**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.



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### **Receptionist for Assisted Living Community**

River Mills Assisted Living Communities

Chicopee, MA

Part-time

**Apply on Indeed**

**Job Description:** Answers incoming telephone calls in a cheerful and marketing-oriented way, determines purpose of callers, and forwards calls to appropriate personnel or department. Retrieves messages from voice mail and forwards to appropriate personnel. Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable. Answers general questions about the community and provides callers with address, directions, and other information and refers other specific questions to appropriate staff.

**Requirements:** High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

### **COOKIE BAKER**

Ital Pav

West Springfield, MA 01089

From \$20 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Bake our choc chip cookies. Box them in case.

**Requirement:** Experience in the food industry with a focus on baking.



## Hampden County Reentry & Recovery Program Hot Jobs! June 17,2024

### Assistant Seafood Manager

Big Y Foods, Inc

Chicopee, MA 01020

\$21.00 - \$26.45 an hour - Full-time

**Apply on Indeed**

**Job Description:** Assistant Seafood Sales Managers achieve this by assisting the manager in all functions of the meat and seafood areas including but not limited to; achieving sales/operational results through ordering, production, decision making, customer and employee engagement, employee development, and encouraging an inclusive team atmosphere within the department, store and company. Assistant Seafood Sales Managers are additionally responsible for compliance to all laws and company policies and procedures including labor and safety regulations, asset protection and food safety.

**Requirements:** Possess and use leadership skills to foster Big Y's culture of caring while living our vision and mission. Supports Big Y's Diversity, Equity and Inclusion initiatives. Must project a clean and professional appearance. Ability to operate within, enforce and ensure compliance by others with company policies, procedures, and standards. Willingness to cross train and learn other areas as needed. Ability to work a flexible schedule in accordance with the needs of the store. Must complete and maintain a valid food safety certification. Must be 18 years of age or older.





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# HELP WANTED

## LANDSCAPE MAINTENANCE CREW:

- PART & FULL TIME
- COMPETITIVE PAY

## REQUIREMENTS:

- VALID DRIVER'S LICENSE
- ABILITY TO OBTAIN VALID DOT MEDICAL CARD
- STRONG WORK ETHIC
- POSITIVE ATTITUDE



## REASONABLE LAWN CARE

# CONTACT US TODAY

(413) 563-2203 | [BROSS728@CHARTER.NET](mailto:BROSS728@CHARTER.NET)





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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.



**MASSHIRE**  
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



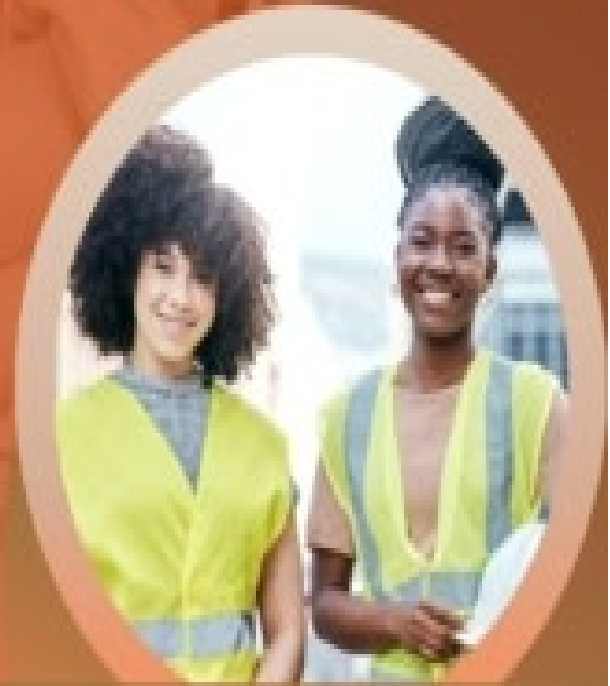


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PRE-APPRENTICESHIP PROGRAM OF  
WESTERN MASS



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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.**

**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





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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.*



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**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.masshireholyokey.org](http://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 01040*



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