





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.masshireholyoke.org



rmasshire@gmail.com





Facility Housekeeper

U-Haul 250 Appleton Street, Holyoke, MA 01040 Part-time **Apply in person**

Job Details: Provide sweeping, vacuuming, wiping, and mopping for storage units, hallways, restrooms, elevator, etc. Dispose of trash. Maintain and track cleaning supply inventory, requesting supplies as needed. Other duties as assigned.

Requirements: The work requires some physical exertion such as long periods of remaining stationery, moving around outdoors, positioning oneself to reach objects at varying heights, and moving equipment weighing a minimum of 50lbs assisted or unassisted.

Retail Associates

Hobby Lobby 50 Holyoke Street, Holyoke, MA 01040 \$15 - \$16 an hour - Seasonal, Full-time **Apply on Indeed**

Job Details: We offer exciting career opportunities for bright, energetic and talented individuals in a stimulating, fast-paced and team-oriented culture. Hobby Lobby is a world worth exploring - where dedication and achievement are rewarded.

JOB QUALIFICATIONS: Applicants must be available to work some nights and weekends. Applicant must be mature and self-motivated. Previous experience in the craft or hobby field is preferred, but not necessary.





CASHIER/FOOD SERVICE WORKER (FULL TIME)

Flik Hospitality Group (part of Compass Group) Springfield, MA 01111 \$17 an hour - Full-time **Apply on Indeed**

Job Details: Helps prepare food such as meats, vegetables, baked goods and desserts. Also helps prepare catering orders. Performs cashier duties using the POS system. Perform general cleaning duties; removes trash and garbage to designated areas. Provides service in all retail areas, including cashiering and line serving. Cashiers according to established procedures, maintaining cash accuracy with receipts. Make deposits at the end of each shift. Inventories and restocks supplies and food products.

JOB QUALIFICATIONS: Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.

Carpenter Helper

Aerotek (part of Allegis Group) 84 Myron St, West Springfield, MA 01089 \$18 - \$25 an hour - Temporary, Temp-to-hire, Full-time **Apply On Indeed**

Job Details: Remove old wood and replace it with new wood. Perform wood framing for multi-family unit apartment complexes. Utilize hand and power tools effectively for construction tasks. Framing experience. Construction knowledge. Experience with hand and power tools. OSHA 10 certification. Rough carpentry skills. Entry-level candidates with a willingness to learn will be considered. For the five openings, three should have experience and two can be entry-level.

JOB QUALIFICATIONS: The pay range for this position is \$18.00 - \$25.00/hr. Eligibility requirements apply to some benefits and may depend on your job classification and length of employment. Benefits are subject to change and may be subject to specific elections, plan, or program terms. If eligible, the benefits.





Line Cook and Prep Cooks

Olive Garden Enfield, CT 06082 \$18 - \$23 an hour - Part-time, Full-time **Apply on Indeed**

Job Details: Prep Cooks must have a strong passion for delivering and flawlessly executing recipes to meet and exceed our guest's expectations. In addition, as a prep cook, you must have a firm commitment to the highest safety and sanitation standards.

Requirements: Proven experience in food preparation and cooking within a restaurant setting. Strong knowledge of food handling and safety regulations. Excellent knife skills and culinary techniques. Ability to work efficiently in a fast-paced kitchen environment.

CASHIER/FOOD SERVICE WORKER (FULL TIME)

Flik Hospitality Group (part of Compass Group) Springfield, MA 01111 \$17 an hour - Full-time **Apply on Indeed**

Job Description: Helps prepare foods such as meats, vegetables, baked goods and desserts. Also helps prepare catering orders. Performs cashier duties using the POS system. Perform general cleaning duties; removes trash and garbage to designated areas. Provides service in all retail areas, including cashiering and line serving. Cashiers according to established procedures, maintaining cash accuracy with receipts. Make deposits at the end of each shift.

Requirements: Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.





Warehouse Worker

Chicopee Mason Supplies 451 Mckinstry Avenue, Chicopee, MA 01020 \$20 - \$22 an hour - Full-time Apply on Indeed

Job Description: Operate forklifts and other heavy equipment safely and efficiently. Assist with shipping and receiving processes, ensuring accurate documentation and inventory control. Handle materials with care, including heavy lifting of items up to 100 lbs. Maintain an organized and clean warehouse environment. Collaborate with team members to meet daily operational goals and deadlines. Follow all safety protocols and guidelines to ensure a safe working environment.

Requirements: Previous experience in a warehouse setting is preferred. Proficiency in operating forklifts and other heavy equipment is a plus. Familiarity with shipping and receiving processes. Strong skills in materials handling and ability to perform heavy lifting tasks. Excellent organizational skills with attention to detail. Ability to work effectively both independently and as part of a team. Commitment to maintaining a safe working environment.

Loader

J Polep Distribution Services/NCD 705 Meadow Street, Chicopee, MA 01013 \$18 an hour - Full-time Apply on Indeed

Job Description: You will be responsible for Loading totes and boxes on to trucks. Check the load to ensure that it is properly loaded. Maintaining the cleanliness of the area.

Requirements: Good communication skills. Adhering to safety guidelines and procedures. Must have the ability to do simple math such as Add and Subtract.





11Restaurant Server

Mr Stax - IHOP West Springfield, MA 01089 \$600 - \$700 a week - Part-time, Full-time **Apply on Indeed**

Job Description: Maintain a neat and clean personal appearance adhering to IHOP and Mr. Stax Inc uniform standards at all times. Greet guest with a smile and seat guests with menus in the Host/Hostess' absence. Clear extra settings and take drink orders. Introduce yourself to the guests and describe any specials. Deliver drink orders, pour coffee and ask guests if they are ready to order their meal. Take meal order, use suggestive selling technique when appropriate, repeat back the meal order to guest to eliminate errors. Input meal order into the computer system for cook to prepare, total check. Serve any soups, salads, beverages, condiments etc. Garnish food order, serve to guests and leave guest check on the table. Call back at each table to make sure everything is satisfactory to the guest. Pre-bus table by removing plates from guests when finished. If absence of the Host/Hostess and with the General Manager's authorization, take payment (cash, credit card, gift card) at register, ring check before making change, thank guests and invite them to return.

Requirements: Restaurant server: 2 years (Preferred)

Warehouse Associate

Gallagher Fluid Seals East Longmeadow, MA 01028 \$20 - \$24 an hour - Full-time **Apply on Indeed**

Job Description: Use P21 ERP system to track inventory and shipping activity both internally and externally of the facility. Receive and ship out goods and materials. Communication with internal representatives of order activity. Select, pick, and pull, package, label, and ship customer orders according to customer requirements and GFS policies and procedures.

Requirements: Willingness to demonstrate a strong orientation toward work, for example, reliable attendance, good performance and effective personal time management. Ability to readily adapt to changes in work schedule, specification, and work priorities. Ability to use a calculator and perform basic mathematical operations. Read a ruler and other measuring devices such as calipers and durometers.





Outlet Sales Associate

Bob's Discount Furniture West Springfield, MA 01089 Full-time **Apply on Indeed**

Job Description: Welcome and engage customers, providing them with world class customer service and offer customers an unforgettable shopping experience. Generating sales through *a low-pressure consultative approach*.

Requirements: Energetic, self-motivated customer service professional with exceptional interpersonal, listening and communication skills, bilingual a plus! Flexibility to work a 5 day retail schedule that includes nights, weekends (both Saturdays and Sundays for Full Time, either / or for Part Time), and most holidays. Basic computer skills. Previous sales or customer service experience in the retail environment are a plus but not required. Strong organizational skills.

•

Route Driver

New England Uniform 355 Union Street, West Springfield, MA 01089 \$47,000 - \$49,000 a year - Full-time **Apply on Indeed**

Job Description: The Route Service/Sales Driver delivers in a truck along an established route and services and sells within an existing customer base. It is a physical, dynamic, fast-paced, indoor/outdoor position in which the Route Service/Sales Driver delivers and picks up Uniforms, Shop Towels, Mats, Mops and other rental items. The Route Service/Sales Driver are the Representatives of New England Uniform are the bridge to our customers and must work to build rapport with key decision makers, ensure quality standards and pro-actively solve customer concerns. Job responsibilities also include growing our existing customer base by upselling and cross-selling additional products and services, and controlling inventory while working professionally, safely and in compliance with driving and vehicle regulations.





Requirements: The ability to meet the physical requirements of the position. A High School diploma, GED or Military Service. The ability to demonstrate a strong customer service orientation. Self-motivation and the drive to work in an environment that relies on teamwork to meet goals. A positive attitude, along with ambition, organization and a service frame of mind. Communication and language skills. Prior customer service, route sales, delivery and/or entrepreneurial experience preferred.

Dog Groomer

Pet Supplies Plus 356 Cooley St, Springfield, MA 01128 \$15 - \$25 an hour - Full-time **Apply on Indeed**

Job Description: Delighting neighbors and pets with grooming services, like brushing, bathing, and conditioning. Grooming and styling pets per owners' instruction and/or according to breed standards. Always ensuring the wellness and safety of furry patrons. Developing long-term relationships with pet parents by understanding their needs and recommending products and services that will keep their pet healthy and happy. Community outreach to attract new neighbors into our store. Successfully completing Safety Training certification. Performing routine cleaning to keep the grooming environment fun and inviting. Assisting store team members during grooming downtime.

Requirements: A High school diploma or GED. 1-year or more of grooming experience with formal training certification and/or experience under an established certified groomer. 1-year of experience in retail or other service industry where they've provided top notch service. Ability to move or lift merchandise, equipment or pets weighing up to 50 pounds. Ability to stand, bend or stoop for extended periods of time. Ability to provide your own equipment (clippers/blades/scissors/etc.). Flexibility in working evenings, weekends and holidays. Candidates must pass the drug screening (in applicable states) and be 18 years or older.

Team Leader Trainee

Subway -Springfield, MA 01119 \$17 - \$18 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: Managing a staff of 4-12 including assigning and evaluating work. Assisting in the planning of special events and promotions in restaurants, coordinating any training needed to make events successful. Assisting with product ordering and inventory as needed.





Requirements: High school diploma or equivalent. Experience in a restaurant operation, preferably with supervisory experience.

Full-Time Store Associate

ALDI 903 Riverdale Street, West Springfield, MA \$19 - \$21 an hour - Full-time **Apply on Indeed**

Job Description: Consistently demonstrate the Mindsets, ALDI Acts Competencies and Professional Skills (M.A.P.) as outlined for the role. Processes customer purchases, perform general cleaning duties, stocks shelves and merchandise displays neatly. Provide exceptional customer service, assisting customers with their shopping experience. Collaborate with team members and communicate clearly to the store management team.

Requirements: You must be 18 years of age or older to be employed for this role at ALDI. Ability to provide prompt and courteous customer service. Ability to operate a cash register efficiently and accurately. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal and written communication skills. Ability to work both independently and within a team environment. Ability to stay organized, give attention to detail, follow instructions and multi-task in a professional and efficient manner. Meet any state and local requirements for handling and selling alcoholic beverages. High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. A combination of education and experience providing equivalent knowledge.

Stocker

Costco Wholesale Corporation 119 Daggett Drive, W Springfield, MA 01089





Apply on Indeed

Job Description: Stocks and straightens merchandise for sale in the warehouse. Clears and cleans aisles. Assists members.

Warehouse Associate

Bimbo Bakeries USA Chicopee, MA \$21.71 an hour **Apply on Indeed**

Job Description: Responsible for accurately loading and unloading trailers, verifying route load(s), trailer reports, and maintaining the shipping yard. Count and check products for accuracy and quality, maintain accurate records, report overages and shortages, & participate in "Cycle Counts". Operate material handling equipment, including pallet jack, forklift, etc. Troubleshoot issues with packing equipment, label machines, tapers, palletizers, etc.

Requirements: At least 18 years of age or older. 1-3 Years of shipping experience preferred. Ability to lift, push/pull up to 50lbs, stack/unstack or carry, stand and/or stoop for prolonged periods of time. Comfortable in a warm working environment. Ability to communicate effectively in English. Ability to work Nights, Weekends & Holidays.

Receiving Clerk - 2nd Shift

OMG, Inc. 153 Bowles Rd, Agawam, MA 01001 Full-time **Apply on Indeed**

Job Description: Promote Safety as the Number One priority of all OMG employees. Work with delivery drivers and receiving team to load or unload material as scheduled. Count, weigh, and accurately record all items. Identify, research, and report discrepancies. Efficiently move products to assigned locations using a fork truck, hand truck, or other designated equipment. Support continuous improvement efforts, including Kanban, performance tracking, and Kaizen activity. Maintain a neat and well-organized work area. Perform other tasks as assigned.





Requirements: Ability to work in high-noise areas and wear appropriate hearing protection devices. Ability to mount/dismount forklift utilizing three points of contact (two hands and one foot). Manual material handling involving the need to grip, squeeze, and pinch. The position requires the ability to regularly stand for long periods of time. Ability to walk, stand, stoop, kneel, crouch, crawl, use hands to handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance; and regularly lift/push/pull/carry up to 50.

Pulp and Paper Warehouse (bale clamp and roll clamp experience)

Warehouse Springfield, MA 01104 \$20 - \$22 an hour - Full-time **Apply on Indeed**

Job Description: Operating a roll clamp, bale clamp, and forklift (REQUIRED). Unloading inbound loads and loading outbound shipments (trucks and railcars). Managing inventory. Maintaining a clean and organized warehouse. Adhering to safety regulations and protocols.

Requirements: MUST have experience using a roll clamp. MUST have experience using a bale clamp. MUST have experience with forklift. MUST have forklift certification / permit. MUST have reliable transportation. Experience with baled material is ideal. Experience in shipping and receiving. Skills in packaging and unloading trucks and railcars. Strong attention to detail and organizational skills. Ability to work collaboratively in a team environment. Good physical stamina and the ability to lift heavy items.





SMITH VOCATIONAL & AGRICULTURAL HIGH SCHOOL PRESENTS

BAKING & PASTRY ARTS

AN ADULT EDUCATION PROGRAM

JUNE 16- AUGUST 7, 2025 MONDAY- THURSDAY, 9AM - 4PM

FOR MORE INFORMATION REGARDING THIS FREE PROGRAM, INCLUDING ELIGIBILITY REQUIREMENTS, VISIT OUR WEBPAGE OR CONTACT US:

CHEF TANCRATI - GTANCRATI@SMITHTEC.ORG LORENA TURNER - 413.587.1414 EXT 3530



WWW.SMITHTEC.ORG

















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*.

......

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.masshireholyoke.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



