



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 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
- 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.massshireholyokey.org](http://www.massshireholyokey.org)



[rmasshire@gmail.com](mailto:rmasshire@gmail.com)



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### **Retail Sales Associate**

Mansfield Paper Company, Inc.

Mansfield Paper Company, Inc. in West Springfield, MA 01089

From \$16 an hour - Part-time

**Apply on Indeed**

**Job Details:** Be able to lift, push and/or pull up to 50 pounds. Be able to lift, bend, kneel, twist, and stand for extended periods of time. Be able to safely climb up and down a ladder/stool. Be positive, friendly, patient, calm and professional under pressure.

**Qualifications:** You will be responsible for providing helpful customer service, processing sales, performing cash register operations, inventory organization, shelf stocking, cleaning/dusting, product packaging, and other related duties as needed.

### **Food Service Associate**

Panera Bread (PR Management Corp)

1179 East Columbus Avenue, Springfield, MA 01105

Up to \$17.50 an hour - Full-time

**Apply on Indeed**

**Job Details:** Provide the highest level of customer service for our guests. Assist with café operations and daily tasks. Successfully work as a key part of a dynamic team. Enthusiastic & comprehensive knowledge of menu items. Report to and follow the direction of your supervisor(s). Maintain a clean and organized work environment. Adhere to our company policies, procedures, & safety standard.

**Requirements:** Must be at least 18 years of age to apply for this position. Excellent communication skills; ability to communicate clearly with both customers and colleagues. Physical requirements may include standing for prolonged periods, repeated walking, bending, stretching, & occasional lifting (up to 50lbs).



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Retail Sales Associate

One Rate Wireless

2460 Main Street, Springfield, MA 01107

\$15 - \$17 an hour - Full-time

**Apply on Indeed**

**Job Details:** Provide exceptional customer service to all customers. Operate cash registers and handle transactions accurately. Maintain a clean and organized sales floor. Communicate effectively with customers to understand their needs and preferences.

**Requirements:** Must drive to work. Proficiency in operating cash registers and POS systems. Excellent communication skills to interact with customers and team members. Experience in upselling products to enhance customer experience.

### Front Desk Agent

Sheraton Springfield Monarch Place Hotel

1 Monarch Place, Springfield, MA 01103

Part-time, Full-time

**Apply on Indeed**

**Job Description:** Check guests in and out according to Marriott standards. Post charges to guest folios. Maintain inventory of gift shop items. Enroll guests into our guest loyalty program. Receive and pick up guest in-coming and external calls. Transfer calls.

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



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Food Service Associate

PR Management

1179 East Columbus Avenue, Springfield, MA 01105

Full-time

**Apply on Indeed**

**Job Description:** Provide the highest-quality customer service to our guests. Successfully work as a key part of a dynamic team. Follow the direction of your supervisors. Always maintain safety standards, while adhering to our policies and procedures.

**Requirements:** Communication Skills. Excellent communication, interpersonal and customer service skills. Age Requirements. You must be 16 years of age or older, Physical.

### Crew Member

Savin Brands - Moe's

301 East Main Street, Westfield, MA 01085

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

**Apply on Indeed**

**Job Details:** Our Crew Members provide outstanding customer service to all guests while taking orders, completing food preparation, ensuring food quality with accuracy and energy, and maintaining cleanliness of the restaurant.

**Requirements:** Night shift

### Line Cook

Uno Pizzeria & Grill

820 Hall Of Fame Avenue, Springfield, MA 01105

Part-time, Full-time

**Apply on Indeed**

**Job Description:** Prepare fresh ingredients for cooking according to recipes/menu. Cook food and prepare top-quality menu items in a timely manner. Test foods to ensure proper preparation and temperature. Operate kitchen equipment safely and responsibly.

**Requirements:** Always maintain a professional appearance and manner. Great teamwork and communication skills and attention to detail. Culinary talent to include food quality, presentation and timeliness. 2+ Years restaurant kitchen/cooking experience. Fast learner with a willingness to take direction, feedback and training to grow. Dependability and reliability to be on-time.



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Janitor and Cleaner

Powerhouse Gym

1501 Memorial Drive, Chicopee, MA 01020

\$15 an hour - Part-time

**Apply on Indeed**

**Job Description:** This job does involve upkeep of locker rooms, restocking paper goods and supplies, cleaning fitness equipment, keeping the floor clean (vacuum & mopping) as well as other small cleaning tasks.

**Qualifications:** Cleaning: 1 year (Preferred)

### Laundry Attendant

Sheraton Springfield Monarch Place Hotel

1 Monarch Pl, Springfield, MA 01144

Full Time

**Apply on Indeed**

**Job Description:** Sort all linens and treat stains. Load all laundry into washer and add specified cleaning agents. Take wet, clean items and dry as directed. Sort and fold or hang clean dried items. Maintain inventory of all cleaning supplies and communicate needs to manager. Maintaining all laundry equipment and inform facilities manager as to any maintenance needs. Perform additional laundry services when necessary. Stocking and maintaining linen and other supplies in housekeeping closets. Stripping beds, collecting and removing trash and dirty linen. All other duties to support the housekeeping team in the daily preparation of our guest rooms to ensure an outstanding guest experience.

**Qualifications:** You're 18 years or older. Available to work 2-3 days a week including 1 weekend day. Are comfortable interacting with customers and management in a friendly, enthusiastic, and outgoing manner. Can lift up to 40 lbs. on a regular basis and stand for up to 6 hours.



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Utility/Dishwasher

the crest room

706 Westfield Street, West Springfield, MA 01089

From \$16 an hour - Part-time

**Apply on Indeed**

**Requirements:** Washing and putting away dishes, mopping kitchen at end of the night, taking out trash, and small prep duties, other tasks as requested.

**Requirements:** People with a criminal record are encouraged to apply.

### Front Desk Agent

Candlewood Suites

Candlewood Suites in West Springfield, MA 01089

\$15 an hour - Full-time

**Apply on Indeed**

**Job Description:** This position is responsible for providing superior guest satisfaction while attending to guest needs such as check-in/check-outs, reservations, and answering guest questions and needs. The ideal candidate will work easily in a fast-paced environment while maintaining an optimistic, "energy-giving" attitude to be the bright spot in our guest's day.

**Requirements:** High School diploma or GED. Hotel experience: 1 year (Preferred)

### Apartment Painter/Maintenance

Confidential

West Springfield, MA

\$25 - \$35 an hour - Part-time

**Apply on Indeed**

**Job Description:** Seeking skilled painter with an eye for detail and a passion for quality work. Join our team and help us maintain the high standards of our beautiful apartments! We are seeking a dedicated part-time painter who excels in precision, efficiency, and professionalism.



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Team Member

Lowe's

Westfield, MA

Full-time

**Apply on Indeed**

**Job Description:** Receive, organize, and ship products accurately and efficiently. Perform all tasks with proper attention to safety procedures and conventions (e.g. use proper lifting techniques, warn other associates when moving into high traffic path, maintain a safety zone around equipment, etc.) Perform tasks in other areas as assigned by the Operations Supervisor. Perform safety inspections of equipment prior to use; adhere to safety regulations whenever handling equipment and tools.

**Requirements:** High school diploma or GED equivalent. Experience in distribution center operations or previous warehouse experience. Experience operating power equipment (e.g., forklift, reach truck, yard truck). Experience performing detail-oriented tasks in a fast-paced working environment. Experience using spatial reasoning to position product effectively. Basic math and reading comprehension skills. Basic computer skills.

### Retail Sales Associate

Mansfield Paper Company, Inc.

Mansfield Paper Company, Inc. in West Springfield, MA 01089

From \$16 an hour - Part-time

**Apply on Indeed**

**Job Description:** Be able to lift, push and/or pull up to 50 pounds. Be able to lift, bend, kneel, twist, and stand for extended periods of time. Be able to safely climb up and down a ladder/stool. Be positive, friendly, patient, calm and professional under pressure. Be able to communicate with customers and associates in person, via email or by phone. Be reliable and have reliable transportation. Be organized and good at multi-tasking.

**Requirements:** Retail: 1 year (Preferred)



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### **Rail Yard Operator (ENTRY LEVEL)**

Pacific Rail Services

151 Day Street, West Springfield, MA 01089

\$18 - \$19 an hour - Full-time

**Apply on Indeed**

**Job Description:** PACKING INVENTORY Receives packing order and determines that correct packing materials are available at the packing station. Notifies material handler if additional materials are needed. INSPECTS PRODUCT Visually inspects product for defects, setting aside defective items or repairing. Inspects product for size, formation and other requirements to ensure that the product meets quality specifications. PACKS FINISHED PRODUCTS Conducts the following functions and includes, but is not limited to labeling cardboard cases, packing finished products into the cases, inspection, case taping, poly shrink wrapping and roll changes.

**Qualifications:** Night Shift (Preferred)

### **Line Cook/Prep Cook**

#### **Utility/Dishwasher**

[the crest room](#)

706 Westfield Street, West Springfield, MA 01089

From \$16 an hour - Part-time

**Apply on Indeed**

**Job Description:** Washing and putting away dishes. Mopping kitchen at end of the night. Taking out trash, and small prep duties. Other tasks as requested.

**Qualifications:** People with a criminal record are encouraged to apply.

### **Homemaker**

Interim HealthCare - West Springfield, MA

1132 Westfield Street, West Springfield, MA 01089

\$18 an hour - Part-time

**Apply on Indeed**

**Job Description:** If caring for others comes naturally to you, this is an ideal opportunity! At Interim HealthCare, we share your passion for caring for others. When age or health obstacles make it difficult for a senior to perform the activities of daily living, you can be there to help and make each day a little easier. The joy it brings is second to none.

**Requirements:** Six (6) months of accumulated experience in a similar job classification. Valid driver's license. Reliable Transportation.





## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Customer Service Representative

Agawam Medical Supply Corp  
56 General Creighton W Abrams Drive, Agawam, MA 01001  
From \$19 an hour - Full-time

**Apply on Indeed**

**Job Description:** Answers incoming calls from patients and referrers in a high-volume call center. Help walk in customers with prescriptions. Processes patient orders and supply requests via fax, phone, email, or in person. Handles incoming communications from customers and referrers, in a professional and friendly manner. This includes walk-in patients. Obtains and verifies patient demographic information, insurance coverage and authorization, and benefit information, updating as needed. Collect patient payments. Ensures patients understand cost responsibilities. Conduct training in proper use of equipment. Other tasks and duties as required.

**Requirements:** Proven customer support experience or experience as a client service representative. Strong phone contact handling skills and active listening. Customer orientation and ability to adapt/respond to different types of characters. Excellent communication and presentation skills. Ability to multi-task, prioritize, and manage time effectively. Strong attention to detail. experience with insurance verification & data entry.

### Product Delivery Specialist

BG Warehouse Distributors  
Springfield, MA  
\$19 - \$21 an hour - Full-time

**Apply on Indeed**

**Job Description:** You will be delivering products to Automotive shops (Automobile Dealers and Independently owned shops) within your territory and making sure the shops are correctly stocked with our products. Typically delivering to 10 - 15 locations daily. Staying in constant communication with your Territory Manager(s). Maintain outstanding relationships with our clients that you will be delivering to.

**Requirements:** Looking for a self-motivated individual with a desire to be successful within our company. Needs to have good communication skills (speaking with our customers and internal employees). Must have a valid driver's license and good driving record. Must complete a motor vehicle record check (Driving Record). Must complete a drug test.



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

### Shipping and Receiving Clerk

The Coating House

15 Benton Drive, East Longmeadow, MA 01028

\$17.00 - \$18.50 an hour - Full-time

**Apply on Indeed**

**Job Description:** Weigh and measure parts for accurate shipping. Break down and prepare parts for shipment according to customer specifications. Box and secure products with appropriate materials to prevent damage during shipping. Strap and palletize shipments as necessary. Ensure accurate order fulfillment and on-time delivery. Coordinate with the shipping team to ensure timely and efficient order processing.

**Requirements:** Ability to lift up to 50 pounds. Strong attention to detail and accuracy. Good organizational skills and the ability to work efficiently in a fast-paced environment. Ability to follow instructions and work both independently and as part of a team. Previous experience in a shipping warehouse environment is a plus but not required.



# MEET DYSHAWN.

FORMERLY INCARCERATED.

Now CDL Truck Driver.

We are the free CDL program for the justice involved in Massachusetts.

On average our graduates make  
**\$75K**



## 1 APPLY

Go to our [bit.ly/MA-CDL](https://bit.ly/MA-CDL) to create your account and apply. It takes less than 10 minutes. Get started today!

## 2 GET YOUR CDL

Using the **Emerge Career** platform - you have access to video lectures and practice exams. Upon release - take behind-the-wheel training at our local partner range truck driving school.

## 3 GET EMPLOYED

We match you with employers based on your needs and preferences.

### Requirements:

- No more than 1 lifetime DUI/DWI
- No sex offenses
- No trafficking convictions while driving a commercial vehicle
- No vehicular homicide or manslaughter while driving a commercial vehicle
- Reside in MA

### Other Possible Disqualifiers:

- Pending Cases
- Restrictions on driver's license due to lifetime vehicle violations

*(Emerge will run your MVR & Criminal Background to help determine your eligibility.)*



Hampden County Reentry & Recovery  
Program  
Hot Jobs! September 30, 2024

**NOW HIRING** >>>>

# **EMERGENCY MEDICAL TECHNICIANS (EMTs)**

*Looking for a change of pace  
with a regular schedule in a  
structured environment? Join the  
Hampden County Sheriff's Office!*

- \* **FULL-TIME (40-HOUR WEEK)**
- \* **12-HOUR SHIFTS**
- \* **STATE BENEFITS & NUMEROUS BONUSES**
- \* **\$54,772.58 - \$65,380.20 STARTING SALARY**



Apply today on <https://hcsoma.org>



Hampden County Reentry & Recovery  
Program  
Hot Jobs! September 30, 2024

# FREE TRAINING

START YOUR CAREER AT \$19.00<sup>+</sup>/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<sup>+</sup>/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





## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024



**MASSHIRE**  
HOLYOKE CAREER CENTER

### 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.



## Hampden County Reentry & Recovery Program

### Hot Jobs! September 30, 2024

**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



## Hampden County Reentry & Recovery Program Hot Jobs! September 30, 2024

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.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*





**Hampden County Reentry & Recovery  
Program  
Hot Jobs! September 30, 2024**