





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
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MASSHIRE HOLYOKE - 850 HIGH STREET - HOLYOKE, MA 01040





413-532-4900 www.masshireholyoke.org



rmasshire@gmail.com





Toll Collector

City of Springfield, MA Springfield, MA \$16.63 an hour - Part-time **Apply in person**

Job Details: Collects payments from the public via the tollbooth window. Submits daily cash receipt with money. Interact with the public. Ability to communicate with customers on a professional level. Ability to complete a cash transaction. Basic math skills.

Job Requirements: High school diploma or equivalent preferred. One year of customer service experience and cashier experience is preferred.

Scheduler (Non-Exempt)

Mercy 271 Carew Street, Springfield, MA 01104 Full-time **Apply on Indeed**

Job Details: Responsible for scheduling appointments, routing telephone calls, receiving patients, and performing various other administrative functions.

Job Requirements: High School Diploma or equivalent. Ability to read and communicate effectively in English. Basic computer knowledge. Additional languages are preferred.





Snow Shoveling Crew Member

Mountain View Landscapes Chicopee, MA \$25 an hour - Part-time **Apply on Indeed**

Job Details: Clearing snow from commercial properties primarily through shoveling, salting, and sanding. Operating snow removal equipment, depending on experience and licensing. Being available to work during all winter storms throughout the season. Maintaining a positive attitude and commitment to safety during all tasks.

Requirements: Willingness to work in all winter weather conditions. Reliable Transportation which includes the ability to report to your assigned location on time in any weather. Reliability and commitment to the full winter season must be available 24/7 during storms. Must be able to lift 50-100 lbs. Must be able to work safely and dress appropriately for the elements, which include extreme conditions and long hours.

Part Time Driver - Moving Company

TWO MEN AND A TRUCK®
340 Mckinstry Avenue, Chicopee, MA 01013
\$19 - \$21 an hour - Full-time
Apply On Indeed

Job Details: Must be at least 21 years to be a driver and clean satisfactory driver's record, NO CDL REQUIRED. Must be willing to submit to a pre-employment background check and drug screen. Stamina to lift and carry heavy items (100 lbs. or more) all day long while climbing stairs, balancing, walking, etc. Strong logic and math skills / Good hand-eye coordination. Excellent customer service skills. Professional attitude and demeanor. Experience as a mover, truck driver, general laborer, or warehouse worker helpful.

Requirements: Must be at least 18 years of age. Valid driver's license and ability to drive automatic and manual transmission vehicles required. Strong interpersonal skills required. Basic computer skills or a willingness to learn basic computer skills required. Prior tire installation experience preferred. Must pass Michelin training levels one through four within three months of hire. Ability to lift over 30 pounds with assistance.





Laundry Worker (Non-Exempt)

Mercy 271 Carew Street, Springfield, MA 01104 Full-time

Apply on Indeed

Job Details: Responsible for performing various operations in processing soiled and clean linen, utilizing laundry equipment, and individual skills. Performs related duties as assigned.

Requirements: Experience: None required. Preferred Experience: Laundry experiences beneficial, but not a requirement. Required Education: None required. Certifications: None required. Other: Skills, Knowledge, and Abilities: Responsible for soiled linen shake out, feeding ironers, dry folding of linen, may assist in sewing room as needed. Working Conditions, Mental and Physical Requirements: Able to lift 30 pounds and stand on feet for long periods of time. Physical demands are attached plus push/pull 40#, grip up to 50 lbs., pinch up to 15 lbs., kneel, crouch, and crawl minimally. Equipment Used: Washers, dryers, ironers, folders.

Overnight Stock Clerk Full Time

BJ's Wholesale Club, Inc. Springfield, MA 01129 \$16.75 - \$20.52 an hour - Full-time **Apply on Indeed**

Job Description: Stocks, rotates, and stores general merchandise and/or food in the club. Ensures that all merchandise is clearly labeled and fully stocked. Maintains the neat and clean environment of the club by removing all trash and debris from the store.

Requirements: Previous grocery/stock experience preferred. Big box/wholesale retail experience preferred. At least 18 years of age.





Sales Associate

Petco 45 Holyoke Street, Holyoke, MA 01040 Part-time **Apply on Indeed**

Job Description: To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Provide great experience by engaging with guests utilizing your acquired skills and training. Assist guests in the proper selection of merchandise in accordance with their identified needs. Demonstrate a high level of interest in the welfare, health, and proper handling of all animals. Process transactions in a way that creates a great experience for each guest. Generate future business through a deep understand of the guests and their pet/s. Perform related duties in support of the Pet Care Center attaining its assigned sales goals.

Requirements: Be able to work successfully within a team. In addition to having a professional appearance and demeanor, applicants must also demonstrate a keen and genuine interest in animals and their care. Good interpersonal and verbal communication skills are necessary due to the nature of interaction with the public and other partners and leaders within the store. Prior experience within sales, retail, or related field. Possess a high level of knowledge of pet nutrition and an aptitude for sales techniques.

Replenishment Associate

J. Polep Distribution Services 705 Meadow Street, Chicopee, MA 01013 \$15.25 - \$17.50 an hour - Full-time **Apply on Indeed**

Job Description: You will be responsible for restocking goods into their slots. Check the load to ensure that it is properly restoked. Transporting Pallets. 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. Operating the Pallet Jack/Hilo equipment is REQUIRED. High school diploma or equivalent preferred. Previous work experience within the last 2 years preferred. Experience with Electric Pallet Jack and Hi Lo is REQUIRED.





Grocery Stocker

CRO-US
(part of Acosta Group)
Chicopee, MA 01020
\$17 an hour - Part-time
Apply on Indeed

Job Description: Unload product from pallets and stock onto designated shelf location. Build and maintain professional relationships with store management and personnel. Unload/load product in the backroom and dispose of trash as needed. Report service visits through a mobile application.

Job Experience: Workdays vary by location. Most are Monday-Friday. Some require weekend availability. Must be 18 years of age or older. Must be comfortable using and downloading applications to a smart device. Physical ability to regularly lift 25lbs and occasionally up to 50lbs on occasion. You must have reliable transportation and the ability to travel to multiple stores per day. Ability to work independently with integrity and professionalism. Bilingual in both Spanish and English is a plus!

Pro Stock Sales Associate Springfield

Plimpton & Hills 25 Mill River Lane, Springfield, MA 01105 \$22 - \$25 an hour - Full-time **Apply on Indeed**

Job Description: Actively seek opportunities to help customers. Locate and obtain ordered products for customers. Assist in the handling of defective parts and warranty information. Process approved credits for customers when products are returned. Address questions about product, pricing and availability. Make sure all product catalogs are up-to-date and that expired ones are discarded. Accurately and safely move products of varying weights according to customer needs. Always provide exceptional customer service. Answer telephone calls professionally and pleasantly.

Job Experience: While performing the duties of this job, the associate is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard. Specific vision abilities required by this job include close vision requirements due to computer work. Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.





Retail Stocking Associate

Harbor Freight Tools USA, Inc. 1750 Boston Road, Springfield, MA 01129 \$17 an hour - Part-time **Apply on Indeed**

Job Description: Provide great experience for our customers. Receive, inspect, and stock products. Maintain a safe, clean, and organized store. Other duties as assigned.

Job Experience: Must be at least 18 years old. Ability to communicate clearly with customers and associates. Ability to work evenings, weekends, and holidays as needed. Adherence to attendance policy is necessary. Ability to intermittently lift, push and/or pull up to 50 pounds, and stand/move for entire shift. Ability to lift, bend, kneel, climb, crawl and/or twist, and safely climb up/down a ladder. Physically able and willing to become certified to operate a forklift in accordance with IPP. (Injury and Illness Prevention Program).

Seasonal Retail Stocking Associate - Part Time

Burlington Stores 390 Cooley St, Springfield, MA 01128 \$15 an hour - Part-time, Seasonal **Apply on Indeed**

Job Description: Receive freight and convey shipments from the shipping/receiving platform to backroom. Process, ticket, store, move, and display merchandise. Stock, organize and present new merchandise on the sales floor. Perform other tasks as assigned by manager from time-to-time.

Lead Forklift Driver

White Arrow - A growing transportation company! 241 Bliss Street, West Springfield, MA 01089 From \$25 an hour - Full-time

Please send a resume to mina@whitearrow.com

Job Description: The Warehouse Lead Forklift Driver is responsible for providing support to the Terminal Manager with the day-to-day operations of the terminal. This is a hands-on position that services the needs of the customer while ensuring the safety of the terminal and maintaining high productivity. This position interacts with various departments, including OS & D, Operations, Fleet and Accounting and requires constant daily communication with drivers. This is an day shift (4 am-12:30 pm), Monday - Friday in a fast-paced environment.

Requirements: Knowledge of Operation a Sit-Down Lift 3 to 5 years of warehouse experience. Must be computer literate.





Warehouse Assistant

Springfield College 263 Alden St, Springfield, MA 01109 \$17.00 - \$17.50 an hour - Full-time **Apply on Indeed**

Job Description: Transport, set-up, break-down, and arrange tables and chairs for events throughout the campus working indoors and outdoors in all seasons. Support and assist with all school scheduled and special events. Transport, set-up, break-down, and arrange furniture in all residence halls and residential properties to support student life, summer programs, and special events. Maintain proper storage and inventory of all school furniture, spares, and inventory to prevent damage and maintain ready-for-use condition.

Experience: High School diploma or GED required. Possession of a valid driver's license. Commercial license preferred.

Shipping & Receiving/Driver

DuBois Chemicals Springfield, MA Full-time

Apply on Indeed

Job Description: Looking to hire someone that can drive a CDL vehicle (class c) for deliveries in a small box truck and work in the warehouse. Successful candidates will have a CDL class B license with haz-mat and tanker endorsements.

Job Experience: Must have a CDL class B license with haz-mat and tanker endorsements. HS Diploma OR GED equivalent.





Temporary Seasonal Retail Store Associate-Part Time (Nights & Weekends Required)

Ocean State Job Lot Springfield, MA \$15 an hour - Temporary, Part-time, Seasonal **Apply on Indeed**

Job Description: The Seasonal Peak Associate role at OSJL is a temporary seasonal position that is responsible for supporting a range of essential store operations, including register support, freight receiving, and product merchandising within designated areas, contributing to positive customer experience and efficient store operations. This role is expected to work in a fast-paced and dynamic environment in stores during peak seasons and in new stores being opened.

Job Experience: Prior merchandise receiving, handling, and stocking experience in other retail or warehouse environments is preferred. Basic math and reading skills are required. Legible handwriting as well as good verbal and written communication skills are required.

Overnight Warehouse Cleaner

Sanitation Company Springfield, MA 01104 \$16.50 an hour - Full-time **Apply on Indeed**

Job Description: Perform cleaning duties in assigned areas, including freezer, cooler, refrigerated dock and dry area. Utilize appropriate cleaning techniques and equipment to ensure high standards of cleanliness. Conduct floor care tasks such as sweeping, mopping, buffing, and vacuuming. Handle janitorial tasks including waste disposal, dusting surfaces, and sanitizing high-touch areas. Assist with facilities maintenance tasks as needed to ensure the overall upkeep of the premises. Report any maintenance issues or safety hazards to management promptly.

Qualifications: Previous experience in cleaning or janitorial roles preferred. Familiarity with commercial cleaning practices and equipment. Experience in floor care techniques and maintenance is a plus. Knowledge of custodial responsibilities in both residential and industrial settings is advantageous. Strong attention to detail with the ability to work independently or as part of a team. Excellent time management skills to efficiently complete assigned tasks within designated timeframes. Ability to lift moderate weights and perform physical tasks associated with cleaning duties. Join our team as a Cleaner and contribute to creating clean and safe environments for our clients!





Heat Treat Racker - Weekend Night

OMG, Inc. Agawam, MA Full-time **Apply on Indeed**

Job Description: Role models established customer experience practices with internal and external customers. Supports and embodies a positive store culture through honesty, integrity, and respect. Accurately ring out customer purchases/returns and counts change back to customer according to established operating procedures. Promotes credit and loyalty programs. Maintains and upholds merchandising philosophy and follows established merchandising procedures and standards. Accurately processes and prepares merchandise for the sales floor following company procedures and standards.

Qualifications: High school diploma or equivalent. Good written and verbal communication skills. Ability to contribute as part of a team. Positive attitude, good judgment, and excellent time management skills. Strong sense of responsibility and ownership. Positive can-do attitude.

Selector Shipper, 3rd Shift

HP Hood Agawam, MA 01001 \$27.32 - \$29.99 an hour

Apply on Indeed

Job Description: Under direction of the Warehouse Supervisor and/or Warehouse Manager, will follow all established procedures and policies for the selection, preparation, and shipping of finished products while prioritizing safety, quality, and efficiency to meet the goals of the company.

Qualifications: High School Diploma or equivalent. Some experience or training as a forklift operator. Prior experience in the manufacturing industry is desirable. Excellent driving skills, hand/foot-eye coordination and manual dexterity. Good record keeping / clerical skills. Good farvisual differentiation and depth perception. Good basic math and reading skills. Good oral communication and human relations skills.





LANDSCAPE TECH

KeenKut Landscaping 146 Vining Hill Road, Southwick, MA 01077 \$16 - \$25 an hour - Temporary, Part-time, Full-time **Apply on Indeed**

Job Description: Excellent opportunities for Landscape Techs! Seeking motivated candidates for year-round work that have previous landscaping and snow removal experience. Join our team and have fun at work! Competitive pay and benefits including holidays. Must be capable of lifting 50+ lbs and are able to perform physical labor. A valid driver's license and insurability is a requirement. Must have own transportation. Interested candidates may call Lonnie (413) 896-9240.

Requirements: Valid Driver's License from your state of residency may be a requirement depending on the position. Must have reliable transportation which includes the ability to report to your assigned location on time. Must be available 24/7 during special projects and snowstorms. Must be able to lift 50lbs. Must be able to work safely and dress appropriately for the elements. Must be able to work all storms from start to finish. Must be able to work long hours in extreme conditions.

Creative Kitchen Associate

Auntie Cathie's Kitchen 159 Main Street, Agawam, MA 01001 \$20 - \$22 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: The right candidate will be responsible for preparing our daily offerings of a light menu including breakfast sandwiches, salads, soups and lunch items, running food, boxing up baked items, answering phone calls, as well as assisting our customers in any way necessary. We are known for our gluten free, dairy free, and vegan offerings! This position needs an individual who is willing to learn with training provided, as long as the candidate has the appropriate experience in a similar fast paced environment.

Requirements: Candidates must have their own transportation, maintain a clean and neat manner, be flexible, reliable and have at least 2 years of prior restaurant kitchen and small-scale line experience. Knowledge and experience working in a dedicated Gluten Free and allergy friendly environment is a plus with the willingness to learn.





Food Champion

Taco Bell (part of YUM! Brands, Inc.) 2433 Main Street, Springfield, MA 01107 **Apply on Indeed**

Job Description: The Taco Bell Team Member is the first face that customers see when they walk through the door or first voice they hear when they place a drive-thru order so YOU will set the tone for the Taco Bell customer experience and bring the great Taco Bell tastes to life. This is a very important job for a friendly, helpful individual who enjoys working in a fast-paced environment and paying attention to detail. Key responsibilities include taking orders or preparing food, assisting in resolving any service or food issues, maintaining food-safety standards and maintaining a clean, safe work and dining environment. A successful candidate will have a clean and tidy appearance, good work habits and a positive attitude.

Papa Johns Team Member

Papa John's 2287 Northampton Street, Holyoke, MA 01040 From \$15 an hour - Part-time, Full-time Apply on Indeed

Job Description: Perform assigned workstation duties including making quality products, preparing ingredients, taking orders, providing quality customer service through positive and professional interaction with customers by phone or in person, and acting with a sense of urgency in everything they do. Work as part of a team and assist each other by being on time for their shift, supporting other workstations during their shift and completing all closing duties, including cleaning, at the end of each shift. Enhance the company's image by complying with uniform and appearance standards. Contribute to an atmosphere of teamwork, energy and fun.

Requirements: High School diploma or GED preferred. Serv-Safe/Local or State Food Service Certification preferred.







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



