





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



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Furniture Mover/ Warehouse Support/Delivery Driver/ Full Time

La Z Boy Comfort Studio West Springfield, MA 01089 From \$21 an hour - Full-time **Apply in person**

Job Details: Load and unload furniture safely and efficiently. Deliver furniture to residential customers. Carry furniture up and down stairs and into homes. Assemble furniture and place items as directed by customers. Use extreme care when handling all furniture and merchandise. Provide professional, friendly customer service during deliveries. Pack and unpack delivery trucks. Assist with warehouse duties and general store projects as needed.

Qualifications: Ability to lift heavy furniture and perform physical labor. Comfortable working in a warehouse and delivery environment. Valid driver's license (Non-CDL) with a clean driving record. Must be able to pass a Massachusetts DOT physical. We arrange and pay for the DOT physical for the right candidate. Reliable, punctual, and detail oriented. Strong teamwork skills and flexible attitude.

General Production- 2nd Shift

Smithfield Foods Springfield, MA \$18.44 - \$20.20 an hour - Full-time **Apply on Indeed**

Job Details: Production employees at Smithfield handle materials and use hand tools, knives, machinery, and equipment to help deliver good food responsibly to America's dinner table. Production team members at Smithfield perform physically demanding work that requires good hand-eye coordination, attention to detail, strength and stamina. Team members must be available to work scheduled hours, which may include mandatory overtime, depending upon production demands.

Requirements: Understand and follow oral and written instructions. Perform a task requiring continuous/repetitive movement, including grasping, pinching hands, flexing, and extending arms. Stand on concrete and/or platforms for up to a 12-hour shift. Work around animal blood and/or carcass parts. Work with a knife (if trained). Work in cold areas (approximately 20-40 degrees) and/or warm areas (over 100 degrees). Work in an environment that is wet and humid. Work while wearing a hard hat, hearing/eye protection, and steel-toed safety shoes. Work in a noisy environment using personal protective equipment (PPE). Work with sanitation/cleaning chemicals. Work around strong smells/odors. Climb/move on ladders, steps, stairways, walkways and platforms. Bend, stoop, and twist repetitively over the course of an entire shift. Walk long distances. This work is physically demanding and can require the use of some or all body parts and muscle groups. Some positions may require repetitive overhead lifting up to 30 lbs, single lifting of heavy objects which can weigh up to 60 lbs, or lifting of objects using mechanical assistance.





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.

Warehouse Associate

Trinity Solar Holyoke, MA 01040

Apply On Indeed

Job Details: Load and unload company vehicles with care and efficiency. Pick and prepare solar materials for residential installation projects. Maintain accurate inventory through bar code tracking, cycle counting, and data entry. Safely transport materials to job sites when needed. Support overall warehouse operations to keep projects running smoothly.

Requirements: 1+ year of warehouse, logistics, or material handling experience (solar, electrical, or construction materials experience a strong plus). Ability to regularly lift and move up to 70 lbs. Comfortable using basic computer systems and performing data entry. A valid driver's license and clean Motor Vehicle Report. Willingness to complete a pre-employment drug screening.





Customer Service Representative

U-Haul 88 Birnie Avenue, Springfield, MA 01107 From \$17 an hour - Part-time **Apply on Indeed**

Job Details: Assist customers inside and outside at a U-Haul center with U-Haul products and services. Use smartphone-based U-Scan technology to manage rentals and inventory. Move and hook up U-Haul trucks and trailers. Clean and inspect equipment on the lot including checking fluid levels. Answer questions and educate customers regarding products and services. Prepare rental invoices and accept equipment returned from rental. Install hitches and trailer wiring. Fill propane (certification offered through U-Haul upon employment). Drive a forklift (certification offered through U-Haul upon employment). Other duties as assigned. Participate in ongoing continuous U-Haul education through U-Haul University.

Requirements: Valid driver's license and ability to maintain a good driving record. High school diploma or equivalent.

Landscaper- Tony Meccia Inc.

Tony Meccia Inc. Agawam, MA 01001 \$25 - \$50 an hour - Full-time **Apply on Indeed**

Job Description: Maintenance, including but not limited to spring clean-up, mulching, weekly lawn care, pruning of trees and shrubs, and fall clean-up. Service and clean all vehicles and equipment required to complete the weekly route, for example, greasing mowers, oil changes, sharpening blades, and pressure washing as needed. Provide snow and ice removal during winter months. Work independently with minimal supervision, uphold high standards, and complete each job efficiently and within the expected timeframe.

Requirements: Prior experience in commercial landscaping. Knowledge and experience with maintaining equipment and minor repairs. Candidates must possess a valid driver's license (CDL preferred but not required) and a current DOT medical card. Reliable transportation to and from the job site is also required. Ability to operate a truck and trailer combination.





Product Packer

Summit Careers Inc Indian Orchard, MA 01151 \$18 - \$19 an hour - Full-time **Apply on Indeed**

Job Description: Package parts according to specific instructions. Verify job order #, machine #, and label lot # all matches. Maintain lot control while labeling cartons. Record Data.

Requirements: Simple Arithmetic. Must be comfortable repeatedly lifting up to 20 lbs. Must be comfortable working on feet for long periods of time. Experience using the following tools is a plus! (Calipers, Micrometers, Chatillon Force Gauge). Reading and writing in English.

Seasonal Part-Time Sales Associate

Miniso USA 50 Holyoke Street, Holyoke, MA 01040 \$15 - \$17 an hour - Part-time **Apply on Indeed**

Job Description: The Sales Associate is at the heart of delivering outstanding customer experience, consistently providing exceptional service that exceeds expectations. By engaging with customers, identifying their needs, offering personalized recommendations, and promoting the store's membership program, this individual will play a key role in driving sales performance and ensuring the store's success. This individual must have the ability to connect with customers, maintain a positive and welcoming environment, and promote the store's products will directly contribute to creating memorable shopping experiences with enthusiasm and energy.

Requirements: Strong communication skills. Strong customer service orientation. Basic math abilities are a must. High School Diploma or equivalent required. Retail sales experience preferred.





Surveillance Investigator - Entry Level

DigiStream New England, Inc Holyoke, MA From \$20 an hour - Full-time **Apply on Indeed**

Job Description: Company Surveillance Vehicle. Gas Card, Maintenance Card, & Equipment. Door-to-Door Pay. A foot in the door to the investigations/security/law enforcement fields. Experience conducting covert investigations. A job you'll love going to - one day is the same. Opportunities for growth within the company via our Surveillance Investigator Promotion Track. Professional, hands-on training program developed over the course of 20 years. Quarterly team-building events and comradery with fellow team members.

Job Experience: High school diploma or GED. Must be 21 years or older,50 hours per week on average (including commute & drive time). Willingness to travel and stay overnight on remote assignments (as needed). Availability to work any day of the week, including weekends and holidays. Ability to start work as early as 5:00 am daily with occasional work into the evenings. Ability to pass DMV check & background check. Confident driving skills. No PI license required - we cover the licensure cost and guide you through the process.

Early Morning Baker

Tandem Bagel Co. Ludlow, MA 01056 \$20 - \$22 an hour - Full-time **Apply on Indeed**

Job Description: Tandem is hiring full-**time Early Morning Bakers** at new Ludlow location with a hourly range of \$20-\$22 per hour. The shifts are **12:30am-8:30am** and will include at least one weekend day. Responsibilities include baking and finishing all the bagels for our wholesale accounts and cafes in a timely, organized, and consistent manner, meeting the high-quality standards that our customers have come to expect from Tandem. There is an assortment of breakfast pastries to bake as well.

Job Experience: 18 years or older. High School Diploma or equivalent. Can lift up to 50 lbs. at a time. Can move up and down ladders frequently. Comfortable working at heights frequently. Vocational or Technical certification and 1 year experience, or 2 years total work experience, in one of the following trades: plumbing, electrical, material handling equipment, or related trade. Ability to sit or stand for long periods of time. Able to work in various temperatures. Must maintain an excellent driving record.





Team Members

Burger King 1395 Liberty St, Springfield, MA 01104 **Apply on Indeed**

Job Description: Greets guests with a smile while receiving orders and processing payments. Prepares and packages food and drink products. Responsible for always maintaining the cleanliness of the restaurant including dining room, restroom & exterior. Maintains health and safety standards in work areas. Unloads and stocks inventory items as needed. Prompt and regular attendance on assigned shifts. Follows Burger King uniform and grooming standards and policies.

Job Experience: Must be at least eighteen (18) years of age. Comfortable working in a fast-paced environment. Ability to interact in a positive and professional manner with guests and coworkers. Willingness to learn all areas of restaurant operations & work at multiple stations. Available to work evenings, weekends and holidays. This position may be subject to minimum age requirements as mandated by federal and/or state law. Candidates must meet the legal age criteria applicable to the duties of the role, including but not limited to operating machinery, handling certain materials, or working specific hours.

Server

Roundabout Restaurant 164 Elm Street, West Springfield, MA 01089 \$21.24 - \$25.58 an hour - Part-time **Apply on Indeed**

Job Description: Greet and seat guests promptly, providing menus and information about daily specials. Take accurate food and drink orders using Aloha POS or Micros POS systems. Serve food and beverages in a timely manner while ensuring guest satisfaction. Upsell menu items to enhance the dining experience and increase sales. Maintain cleanliness and organization of the dining area, including bussing tables.

Job Experience: Strong customer service skills with a focus on guest satisfaction. Experience with POS is preferred. Culinary experience or knowledge of food preparation is advantageous. Excellent time management skills to efficiently handle multiple tasks. Ability to upsell menu items effectively to enhance guest experience.





Production Worker

UniFirst
Indian Orchard, MA 01151
\$15.50 - \$16.78 an hour - Full-time
Apply on Indeed

Job Description: Prepare garments to be shipped back to customer locations. Organize garments by route and stop number. Store garments until shipment back to the customer. Handle final inspection to ensure products meet quality standards. Prepare garments that require poly bagging/wrapping. Follow all safety policies, HACCP and medical guidelines. Perform other duties as described by area supervisor or management.

Requirements: High school education and/or GED equivalent preferred. Must be at least 18 years of age or older. Ability to stand and walk for an 8-hour shift. Ability to read, write, and communicate clearly with management. Ability to perform basic mathematical functions using American standard units in weight, measurement, volume, and distance. Ability to lift up to 10 lbs. and push up to 25 lbs.

Crew Member

Jersey Mike's Subs (Liotta Brothers LLC) 1186 Thorndike Street, Palmer, MA 01069 \$16 - \$20 an hour - Full-time **Apply on Indeed**

Job Description: Greet and interact with customers in a friendly and professional manner. Prepare sandwiches, salads, and other menu items to company standards. Ensure all food is prepared and presented according to Jersey Mike's quality guidelines. Maintain cleanliness and organization in the kitchen, dining area, and workstations. Assist with stocking and replenishing supplies as needed. Handle cash transactions accurately and efficiently. Follow all health, safety, and sanitation guidelines.

Requirements: Strong communication and interpersonal skills. Ability to work in a fast-paced environment and handle multiple tasks. Team-oriented with a positive attitude and a willingness to learn. High school diploma or equivalent preferred. Prior experience in food service or customer service is a plus but not required. Must be available to work flexible hours, including weekends and holidays. Basic math skills for cash handling.





Early Morning Baker

Tandem Bagel Co. Ludlow, MA 01056 \$20 - \$22 an hour - Full-time **Apply on Indeed**

Job Description: Tandem is hiring full-time Early Morning Bakers at new Ludlow location with a hourly range of \$20-\$22 per hour. The shifts are 12:30am-8:30am and will include at least one weekend day. Responsibilities include baking and finishing all the bagels for our wholesale accounts and cafes in a timely, organized, and consistent manner, meeting the high-quality standards that our customers have come to expect from Tandem. There is an assortment of breakfast pastries to bake as well.

Qualifications: Minimum of a high school diploma or equivalent. 1-3 years of experience of various outdoor/ground trades (mowing, raking, planting, equipment operations, etc.). Experience with snow removal operations. Pesticide applicator and hoisters license required or ability to attain within 6 months. Must possess a valid Driver's License. A full motor vehicle/driving history report will be required as a part of the background check process. Candidate's driver history must be approved by the college's vehicle insurance carrier for operation of all college vehicles.

Dishwasher/Food Prep

Mitchell's Public House Holyoke, MA 01040 From \$17 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: Assist with the prep list - slicing, chopping etc. Maintain cleanliness and organization of the kitchen and food preparation areas. Keep up with dishes at all times! Taking care of specific items as needed i.e. Hand wash over machine wash. Support banquet and catering events by preparing food items as required.

Qualifications: Previous experience in a restaurant or hotel kitchen environment preferred. Familiarity with culinary techniques and food preparation methods. Excellent organizational skills with attention to detail. Willingness to learn new skills and adapt to changing kitchen demands.





Five Guys Crew Member - West Springfield

Five Guys at Hyde Park Ventures West Springfield, MA Full-time **Apply on Indeed**

Job Description: Previous experience in the food service industry is preferred but not required. Strong communication and customer service skills. Ability to work effectively in a team environment. Basic math skills and familiarity with cash handling. Willingness to learn and follow food safety guidelines. Availability to work flexible hours, including evenings, weekends, and holidays.

Maintenance Person

McDonald's Franchisee 868 Suffield Street, Agawam, MA 01001 Full-time

Apply on Indeed

Job Description: Providing excellent Guest experience. Preparing and serving great food. Keeping restaurants clean and beautiful. Being a Team player. Working with our Guests to knowledgeably recommend meal options and fulfill their orders from start to finish. Upholding food safety standards as you prepare and serve fresh food daily. Working with your teammates to keep all areas of the restaurant clean while maintaining a pleasant atmosphere for our Guests.

Qualifications: Some high school or equivalent. No previous experience required. Ability to understand and implement written and verbal instruction. Ability to work any area of the restaurant as needed and to operate computerized Point of Sale system/cash register. This position requires bending, standing and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.





Crew member

Little Caesar's (part of Ilitch Holdings) 626 North Main Street, East Longmeadow, MA 01028 \$15 an hour - Part-time, Full-time Apply on Indeed

Job Description: Take customer orders accurately and efficiently. Prepare and cook pizzas according to our quality standards. Ensure a clean and organized work area. Provide excellent customer service.

Qualifications: No previous experience required - we provide training! Ability to work in a fast-paced environment. Strong communication and teamwork skills.

Shift Leader

Taco Bell 343 Center Street, Ludlow, MA 01056 **Apply on Indeed**

Job Description: Greets customers with a smile, is polite and pleasant when speaking with customers. Works with urgency. Works with management and fellow employees. Cooperation with peers – work with fellow employees as part of a team, helps others when they need a hand. Demonstrates a positive and enthusiastic attitude with co-workers. *Attendance* Understands posted work schedule and reports to work as scheduled, on time, in uniform and ready to begin tasks. Provides appropriate notice when unable to be at work.

Requirements: You have warehouse experience. You can lift up to 60lbs. You have a high school diploma or equivalent.





Front of House Team Member

Chick-fil-A 501 Memorial Drive, Chicopee, MA 01020 \$15 - \$16 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: Consistency and reliability. Cheerful and positive attitude. Loves serving and helping others. Customer service oriented. Strong interpersonal skills. Detail-oriented. Able to multitask. Works well independently and in a team environment. Be willing and able to work a flexible schedule. Have the ability to lift and carry boxes on a regular basis. Have the ability to stand for long periods of time.

Breakfast Cook

Mitchell's Public House 490 Pleasant Street, Holyoke, MA 01040 \$18 - \$20 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: The ideal candidate will be passionate about preparing high-quality food items. This role requires a strong sense of urgency, commitment to sanitation standards & the ability to work in a fast-paced environment. Key responsibilities, prepare & cook, station management, produce high quality food, maintain a clean & organized station.

Requirements: Must be reliable, trustworthy & a team player. 1 year of proven culinary experience in a fast-paced setting, specifically on the hot line or grill.







Workshop Offerings at MHH

For a current Calendar of workshop offerings, visit: https://masshireholyoke.org/events/ or snap the QR Code above.

ChatGPT-Your Job Search Key!: Discover how ChatGPT can turbocharge your job search! Join our workshop, 'ChatGPT-Your Job Search Key!' and learn expert strategies to optimize resumes, target job searches, ace interviews, and negotiate salaries. Regardless of where you are in the job search process, this workshop will revolutionize your approach to landing your dream job. Don't miss out — secure your spot now and accelerate your career with ChatGPT!

TORQ & ONET Secret Weapons for Your Job Search (Remote using Zoom): Learn how the easy-to-use tools found on TORQ Works can generate suggestions for new career pathways based on how your skills and experience apply to today's job market and break free from the trappings of "career tunnel vision" when choosing your next career. Discover the vast wealth of labor market information found on O*NET Online and explore ways to leverage this information to expand your career exploration, gain valuable insights into industry trends and job outlooks, cure your writer's block in preparing resumes, cover letters and job interviews by accessing professional language to describe your previous work experience, and even find job openings near you! Don't miss this opportunity to harness the full potential of what these two secret weapons can do to ensure a successful job search process!

The Curious Candidate-A Career Exploration Webinar (Remote using Zoom): Are you considering a career change either to earn more money, for greater personal fulfillment, more flexibility or simply to try something new? It is all too easy to get "career pathway tunnel vision" and feel stuck in one particular occupation. This webinar will help participants assess their priorities, needs and interests in choosing a new career pathway, as well as identifying where they can apply their transferable skills and experience to new opportunities, and how they can pursue training opportunities to fill any skills gaps.

Job Search Tips and Tools (Remote using Zoom): This webinar will go over the tools and strategies to ensure an efficient and successful job search. Topics include career exploration, labor market investigation (LMI), where to find job openings, how to leverage your social media accounts, and how to develop the skills you need to land the job that is right for you. We will also discuss how MassHire Career Centers can support you along the way!

Outsmart the Resume Robots (Remote using Zoom): In this webinar you will learn what Applicant Tracking Systems (ATS) are and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume that will get you noticed through these systems and how to maximize your chances of getting a response from employers throughout the online job application process. We will also discuss how the ATS benefits employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

Interviewing Skills (Remote using Zoom): During this interactive webinar you will know the steps to prepare for a successful virtual or in-person interview, draft a Personal Commercial, and practice questions and answers to enable you to relate your skills and accomplishments in ways to show how you can help the employer. The concept of "Information Interviews" and salary negotiations will also be discussed.





Networking to Your Next Job Webinar (Remote using Zoom): Networking is an important and often unused job search tool to access the "hidden job market." This webinar provides suggestions for creating a successful networking plan, as well as providing a description of the "Information Interview" process.

Job Search Strategies for Mature Workers (Remote using Zoom): This webinar will discuss. suggestions, advice, and information for older job seekers. It will discuss examples of what to include in a job search plan, including terminology, the assets older workers provide employers, resume and cover letter descriptions, as well as how to develop networking strategies and interview preparation.

Slay Your Resume (in-person): In this resume workshop you will find out what gets a resume noticed and placed at the top of the "Yes" pile. We will go over some best practices, as well as many common *Do's* and *Don'ts* in order to make a positive impression on employers. This workshop is good for people who need to improve their existing resume, are in the beginning stages of creating one, or for those who are just not quite sure why they are not getting interviews.

***This workshop will be held at our second location at the STEAM Building at 208 Race Street, Holyoke, MA.

Learn to Use WinWay Resume Builder: This Webinar will show you how to use the Resume Building Software in the Resource Center at MassHire Holyoke

HCC Grant Information Sessions (Remote using Zoom): Throughout the year, Holyoke Community College offers a number of free workforce training and certification programs in a number of different vocations. This webinar provides an overview of current offerings through the *HCC Adult Education and Workforce Development* and the process to apply for them.

Training Grant Opportunities (Remote using Zoom): This webinar will discuss various training grant opportunities, funding and eligibility possibilities.

***Note: Attending this webinar is a prerequisite first step in order to pursue grant funding through the *Workforce Innovation Opportunity Act (WIOA)* to pay for the cost of certain training programs.

Computer Competence Corner (in-person): is your place to get support and assistance for all your computer and digital literacy needs! At MassHire Holyoke, we understand the importance of technology for the modern job seeker, and this walk-in support service is designed to help you excel. Our Computer Competence Corner can improve your job search process, help you learn new computer skills and advance your career by assisting with a range of tech-related needs, including computer basics, effective internet use, cybersecurity, digital communications, online job search, online job applications and proficiency with commonly used software and apps. The Computer Competence Corner is a walk-in service and is first come, first served, so no appointment is necessary. However, registration is available for those who want to secure a spot and receive a courtesy call to discuss a plan before the workshop. Laptop computers will be available for use during the workshop, but feel free to bring your own laptop computer so that you can learn how to better use your own device.

***This workshop will be held at our second location at the STEAM Building at 208 Race Street, Holyoke, MA.

El Rincón de Competencia Informática (en persona): con MassHire Holyoke es tu lugar para obtener apoyo y asistencia en todas tus necesidades de competencia informática y alfabetización digital. En MassHire Holyoke, entendemos la importancia de la tecnología para el buscador de empleo moderno y





este servicio de apoyo sin cita previa está diseñado para ayudarte a destacar. Nuestro *Rincón de Competencia Informática* puede mejorar tu proceso de búsqueda de empleo, ayudarte a aprender nuevas habilidades informáticas y avanzar en tu carrera, asistiendo en una variedad de necesidades relacionadas con la tecnología, que incluyen conceptos básicos de computación, uso eficaz del internet,

ciberseguridad, comunicaciones digitales, búsqueda y solicitud empleo en línea y capacidad en el uso de software y aplicaciones comúnmente utilizados. *El Rincón de Competencia Informática* es un servicio sin cita previa y se atiende por orden de llegada. Sin embargo, la inscripción está disponible para aquellos que deseen asegurar un lugar y recibir una llamada de cortesía para discutir un plan antes del taller. Habrá computadoras portátiles disponibles para su uso durante el taller, no obstante, puedes traer tu propia computadora portátil para que puedas aprender a usarla mejor.

***Este taller se llevará a cabo en nuestra segunda ubicación en el *Edificio STEAM en 208 Race Street, Holyoke, MA*.

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You can register for these workshops using any method below. Please have your MassHire Job Seeker ID Number ready.

- 1. Call us at (413) 532-4900 and speak to a receptionist.
- 2. Sign into your MassHire JobQuest account and click on the "Workshop Section."
- 3. Go to the event section of our website at www.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



