



Hampden County Reentry & Recovery Program Hot Jobs! December 16, 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



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Warehouse Associate

Hartsprings Foundation
266 Cold Spring Avenue, West Springfield, MA 01089
From \$15.50 an hour - Full-time

Apply on Indeed

Job Details: Stock and organize products in designated areas within the warehouse. Package items for shipment, ensuring accuracy and quality control. Utilize inventory management and tracking for reporting. Operate pallet jacks and other equipment to move materials safely throughout the warehouse. Perform shipping, receiving, loading, and unloading tasks. Conduct heavy lifting as required to handle large items or bulk shipments. Build containers for shipping, ensuring proper weight distribution and stability. Use RF scanners to track inventory levels and assist in stocktaking activities. Maintain a clean and organized work environment to promote safety and efficiency. Move trucks and when needed perform collection activities.

Qualifications: Previous experience in a warehouse setting is preferred but not mandatory. Familiarity with heavy equipment operation is a plus, particularly with pallet jacks. Knowledge of shipping and receiving processes is beneficial. The ability to perform heavy lifting consistently throughout the shift is essential. Experience with inventory management software is advantageous.

Porter

Jetro / Restaurant Depot
123 First Avenue, Chicopee, MA 01020
\$15.25 - \$15.76 an hour - Full-time

Apply on Indeed

Job Details: General sweeping of interior/exterior building premises. General cleaning and maintenance of all restrooms in facility. General cleaning of windows, doors, and coffee area as needed. Maintenance of all trash containers on premises. Operation of trash compactor, cardboard baler, and floor scrubbing machine as needed. General cleanup of spills as needed in the warehouse. General cleanup of employee break room as needed (per schedule). Assist with department managers in aisle cleaning as needed. Ensure all HACCP guidelines and Sanitation logs are verified as outlined. Assist management with other assigned duties as needed.

Requirements: Good communication skills. Understand basic sanitation guidelines. Basic understanding of operating floor machine, baler, and compactor helpful. Ability to lift 50 pounds.



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Seasonal Work

Janitorial Company

Janitorial Company in Springfield, MA 01104

From \$15 an hour - Temporary, Seasonal

Apply on Indeed

Job Details: Perform sanitation duties to ensure a clean and safe environment. Deep Clean within a warehouse setting. Dispose of waste following proper procedures. Use cleaning equipment and supplies effectively. Follow sanitation protocols and guidelines. Perform Snow Removal.

Requirements: Experience in commercial cleaning or custodial work preferred. Knowledge of industrial cleaning practices. Ability to maintain cleanliness standards. Familiarity with floor care techniques including buffing. Skills in facilities maintenance is a plus. Attention to detail and the ability to work independently.

Warehouse Associate

martins floor covering

501 Southampton Road, Westfield, MA 01085

From \$15 an hour - Part-time

Apply On Indeed

Job Description: Martins Floor Covering is looking for a reliable and energetic individual to start immediately as shipping and receiving associate. Responsibilities include pulling orders, shipping, deliveries as well as building & ground maintenance. Must have good communication skills and Forklift experience helpful. Earned paid days off available!

Requirements: Shipping & Receiving Clerks: 1 year (Preferred). Forklift: 1 year (Preferred).



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Laundry Attendant

Sheraton Springfield Monarch Place Hotel

1 Monarch Pl, Springfield, MA 01144

Full-time

Apply on Indeed

Job Details: 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 informing 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.

Server Assistant - Support Staff

Redstone Restaurant Group

East Longmeadow, MA

\$15 - \$20 an hour

Apply in person

Job Description: Greets guests with a positive and welcoming attitude while providing them with menu information and assistance. Continuously ensures the quality of food and beverage presentation. Always keeps the restaurant neat and clean by clearing and resetting tables and servicing restrooms. Check table settings and serving trays for accuracy. Strictly adheres to established food safety protocols and regulations. Completes opening and closing side tasks as assigned. Educates themselves on menu items and specials to better serve guests. Possesses the ability to function effectively in a fast-paced atmosphere. Effectively resolves customer issues and seeks out a manager when needed. Maintains a professional appearance by following dress code standards.

Requirements: Possesses exceptional customer service and communication skills with both customers and coworkers. Effectively manages and prioritizes tasks to ensure efficient workflow. Can work flexible hours, including evenings, weekends, and holidays. Can stand and walk for extended periods as well as lifting up to 40 pounds. Thrives in a diverse environment and can take on any task with enthusiasm. Is reliable, punctual, and committed to the job.



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Wait Staff

Family Pizzeria Europa
Springfield, MA 01108
\$20 - \$35 an hour - Part-time

Apply on Indeed

Job Description: Greet and welcome guests in a friendly manner, providing excellent customer service. Take accurate food and drink orders using OpenTable or other ordering systems. Assist with food preparation as needed, adhering to food safety regulations. Maintain cleanliness of the dining area, including tables, chairs, and kitchen equipment. Handle cash transactions accurately and responsibly. Collaborate with kitchen staff to ensure timely delivery of orders and address any guest concerns. Stay informed about menu items, specials, and promotions to provide knowledgeable recommendations to guests.

Requirements: Previous experience in the hospitality or food industry is preferred but not required. Familiarity with OpenTable or similar reservation systems is a plus. Strong time management skills to efficiently handle multiple tables during busy shifts. Knowledge of food safety practices is essential for maintaining a safe dining environment. Experience in a nightclub or high-energy culinary setting is advantageous but not mandatory.

Dining Room Wait Staff - River Mills

HallKeen Management
Chicopee, MA
Part-time

Apply on Indeed

Job Description: Provide a high level of courteous, compassionate customer service and promote a restaurant-style personalized dining atmosphere. Work closely with the food service director to promote resident satisfaction with food and dining programs by communicating concerns, suggestions and compliments from residents, families and guests to support menu planning and resident satisfaction.

Requirements: Physically able to move up to 50lbs without assistance. Physically able to bend, reach and work in small areas. Physically able to push and pull equipment and furnishings. Physically able to stand for long periods of time.



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Late night server

Denny's Restaurant

2173 Northampton Street, Holyoke, MA 01040

\$15 - \$20 an hour - Part-time

Apply on Indeed

Job Description: Greet and seat guests in a friendly and efficient manner. Present menus and take orders accurately. Provide recommendations on food and beverages, upselling when appropriate. Serve food and beverages promptly. Check on guests throughout their meal to ensure satisfaction. Handle cash and credit card transactions, process payments accurately. Collaborate with kitchen staff to ensure timely and accurate delivery of orders. Maintain cleanliness and sanitation standards in the dining area.

Requirements: Prior experience in hospitality or customer service preferred. Strong guest relations skills with a focus on providing exceptional guest services. Ability to handle cash transactions with precision. Basic math skills for order taking, bill calculation, and cash handling. Knowledge of upselling techniques to increase sales. Familiarity with kitchen operations to communicate effectively with kitchen staff.

Restaurant Server (AM Shift)

Sheraton Springfield Monarch Place Hotel

1 Monarch Place, Springfield, MA 01103

Part-time

Apply on Indeed

Job Description: Welcome and acknowledge all guests according to company and brand standards. Serve food courses and beverages to guests following the specific steps of service set by brand standards. Follow all company and sanitation, safety and security policies and procedures. Maintain cleanliness of dining rooms, work areas and equipment by following the sanitizing schedule. Complete closing duties, including sanitizing, restocking items, turning off lights, etc. Report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional.

Qualifications: Record transaction in MICROS system at time of order. Present physical and accurate check following company policies and procedures. Process payment, adhering to all cash handling and credit policies/procedures including added and received gratuity. Partner with and assist others to promote an environment of teamwork and achieve common goals. Complete appropriate safety training and certifications to perform work tasks. Report work related accidents or other injuries or illnesses immediately upon occurrence to manager/supervisor.



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Electronic Medical Records Clerk

Pioneer Valley Cardiology Associates
2 Medical Center Drive, Springfield, MA 01107
\$18.00 - \$19.50 an hour - Full-time

Apply on Indeed

Job Description: Assumes primary role for preparing patient records for physician visits. This includes reviewing the record for completeness for date of service activity. Prepares daily patient schedules in collaboration with Appointment Scheduling and clinical co-workers. Checks own work to determine if there have been additions/deletions to the schedule. Initial record preparation is completed seventy-two (72) hours in advance of patient visits. Follow-up schedule/record review is conducted forty-eight (48) hours in advance. Retrieves pertinent patient information from external sources. This includes but is not limited to records of recent hospitalizations, diagnostic tests, procedures, or surgeries, consultation notes from primary care and/or specialty providers as well as medical records from other facilities involved in providing care for the patients. Once this information is available, ensures placement of this information in the appropriate section of the patient's health record. Conducts follow-up as needed in advance of patient appointments to ensure relevant information is available to the rendering provider at the time of service. At the request of the supervisor, may conduct additional responsibilities on an as needed basis.

Requirements: Candidates must have a minimum of 2 years Records experience, 1 year of Epic experience and 1 year of Cardiology experience otherwise you will not be considered for this position.



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Administrative Assistant

Advanced Seamless Gutters & Advanced Basement Waterproofing
44 Blanche Street, Chicopee, MA 01013
\$16 - \$18 an hour - Full-time

Apply on Indeed

Job Description: Manage incoming calls and provide excellent customer service with professional phone etiquette. Assist with calendar management, scheduling appointments, and coordinating meetings. Maintain organized office files and documentation, ensuring easy retrieval of information. Collaborate with team members to enhance office efficiency and workflow. Creating proposals, contracts, and invoices. Keeping track and collecting payments due. Other tasks as assigned.

Qualifications: Proven experience in an administrative role or office management position. Proficient in using phone systems and other office equipment. Strong organizational skills with the ability to multitask effectively. Bilingual proficiency in English and Spanish is preferred. Excellent communication skills, both verbal and written. Knowledge in Excel, Google Drive, Google. Ability to work independently as well as part of a team in a fast-paced environment. Administrative Experience: 2 Years Experience. Excel: 1 year (Preferred).

Customer Service Representative/Team Member

W.M.M.G LLC
1391 Main Street, Springfield, MA 01103
\$600 - \$700 a week - Full-time

Apply on Indeed

Job Description: No experience required. Paid training. Outstanding opportunity for promotion based on performance.

Requirements: Display a courteous and empathetic attitude to all customers **Great work ethic and initiative.** Good communication skills. A can-do attitude. Willingness to learn. Competitive, outgoing spirit. Strong communication skills and active listening skills. Familiarity with Android or apple tablet system. 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.



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Recreation Assistant FT/PT

Bear Mountain at West Springfield
42 Prospect Avenue, West Springfield, MA 01089
Part-time, Full-time

Apply on Indeed

Job Description: Bear Mountain at West Springfield, a skilled nursing facility in West Springfield, MA, is currently seeking a Recreation Assistant including every other weekend and occasional holidays. This is an exciting opportunity to make a meaningful contribution and impact on the senior population we serve. The Assistant will plan and implement Activities programs under the supervision of their director to improve the functioning of residents who have a wide variety of physical, cognitive, social, emotional, developmental, or age-related needs. Must be able to read, write, speak and understand the English language. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever level of ability at which they are currently functioning.

2nd Shift Forklift Operator

The MH Group
Chicopee, MA

Apply on Indeed

Job Description: Operate a forklift to move, locate, relocate, stack, and count merchandise. Load and unload trucks, containers, and trailers. Inspect and perform maintenance checks on the forklift. Follow safety procedures and guidelines. Keep track of inventory and report any discrepancies. Maintain a clean and organized work area.

Experience: High school diploma or equivalent. Valid forklift operator certification. At least 2 years of experience operating a forklift. Ability to work in a fast-paced environment. Strong attention to detail. Good communication skills. Ability to lift up to 50 pounds.



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Electric Pallet Jack/HILO Operator

J. Polep Distribution Services
705 Meadow Street, Chicopee, MA 01013
\$15 - \$17 an hour - Full-time

Apply on Indeed

Job Description: Loading and unloading goods. Moving goods packed on pallets around the warehouse facility. Stacking goods in the correct storage bays, following inventory control instructions. Checking loads are secure. Stacking empty pallets. Performing daily equipment checks such as recharging the truck's battery and lubricating equipment. Removing machine attachments and waste material from machines. Examining products to verify conformance to quality standards.

Experience: High School diploma or equivalent. Good math, language and reading skills; basic computer skills may be required. High degree of attention required to prevent injury to others; promote a safe work environment. Follow instructions for operating equipment and keeping records. Execute assignments in an accurate, timely and safe manner. Maintain a clean & safe environment. RF experience is a must. A clean driving record and a valid state motor vehicle operator's license may be required.

Cook

Southwick Village
802 College Highway, Southwick, MA 01077
\$19 - \$21 an hour - Part-time, Full-time

Apply on Indeed

Job Description: Prepare and cook meals following established recipes. Ensure food handling and storage procedures are followed to maintain quality and safety standards. Collaborate with the dietary department to meet special dietary needs. Maintain a clean and organized kitchen environment. Utilize knives and various kitchen equipment proficiently. Help with inventory management and ordering supplies as needed.

Requirements: Proven experience working in a kitchen environment. Knowledge of culinary techniques and best practices. Proficiency in meal preparation, including batch cooking. Understanding of food safety regulations. Ability to work well under pressure in a fast-paced setting. Strong attention to detail and organizational skills.



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Prep Cook

Holyoke Medical Center
575 Beech Street, Holyoke, MA 01040

Full-time

Apply on Indeed

Job Description: A passion for caring for a community through quality work in a stand-alone hospital. A drive to learn new practices to be able to adapt to our rapidly changing department. A willingness to offer new ideas to the team to help with our culture of continuous improvement. The ability to keep our internal clients informed of what you are doing and how long tasks will take. TEAMWORK MENTALITY.

Requirements: High school diploma or equivalent preferred; six months of experience in either a volume institutional or military cooking environment or an associate's degree from a culinary arts school.

Dishwasher

Tribeca Gastro Bar And Grill
89 Elm Street, Westfield, MA 01085
\$15.00 - \$15.50 an hour - Part-time

Apply on Indeed

Job Description: We are seeking a dedicated Dishwasher to join our team. The Dishwasher will be responsible for maintaining cleanliness and sanitation standards for dishes, glassware, flatware, pots, pans, and utensils used in the kitchen.

Requirements: Previous experience in a similar role is preferred but not required - Knowledge of proper sanitation regulations - Ability to work efficiently in a fast-paced environment - Strong attention to detail and cleanliness.



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Dishwasher

West Side Bar & Grill

95 Elm Street, West Springfield, MA 01089

\$15 an hour - Part-time

Apply on Indeed

Job Description: Wash, rinse, and sanitize dishes, glassware, utensils, pots, and pans using commercial dishwashing equipment. Maintain cleanliness in the kitchen area by sweeping and mopping floors as needed. Assist with food preparation tasks as directed by cooks or kitchen supervisors. Ensure that all kitchen equipment is cleaned and stored properly after use. Help maintain inventory of cleaning supplies and report shortages to management. Follow health and safety regulations regarding food handling and sanitation practices. Support the culinary team during peak hours by assisting with basic food service tasks as required.

Requirements: Previous experience in a restaurant or food service environment is preferred but not required. Basic knowledge of culinary practices, including food preparation techniques. Ability to work efficiently in a fast-paced environment while maintaining attention to detail. Strong teamwork skills with a willingness to help others in the kitchen. Familiarity with banquets or catering operations is a plus. Good organizational skills to keep the dishwashing area clean and orderly. Understanding proper food handling procedures to ensure safety and hygiene standards are met.



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EMERGENCY MEDICAL TECHNICIANS (EMTs)

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structured environment? Join the
Hampden County Sheriff's Office!*

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FREE TRAINING

START YOUR CAREER AT \$19.00+/HR

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FREE TRAINING COURSE

Multiple training
sessions in 2024

Each session is in
person

+/- 4 months

*Classes meet 3 times per week

- ✓ Earn a nationally recognized certificate from the National Registry of Emergency Medical Technicians
- ✓ Get assistance with finding work
- ✓ Have a flexible work schedule that fits your needs
- ✓ Earn a starting pay of \$19.00+/hr.



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Copy and Paste the link <https://tinyurl.com/MassHire-EMT>
or use QR Code for more information and to register!

Or Call DeAnna McHenry: 413-322-7173





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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



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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.*



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El Rincón de Competencia Informática (en persona): con MassHire Holyoke es tu lugar para obtener apoyo y asistencia en todas tus necesidades de competencia informática y alfabetización digital. En MassHire Holyoke, entendemos la importancia de la tecnología para el buscador de empleo moderno y este servicio de apoyo sin cita previa está diseñado para ayudarte a destacar. Nuestro **Rincón de Competencia Informática** puede mejorar tu proceso de búsqueda de empleo, ayudarte a aprender nuevas habilidades informáticas y avanzar en tu carrera, asistiendo en una variedad de necesidades relacionadas con la tecnología, que incluyen conceptos básicos de computación, uso eficaz del internet, ciberseguridad, comunicaciones digitales, búsqueda y solicitud empleo en línea y capacidad en el uso de software y aplicaciones comúnmente utilizados. **El Rincón de Competencia Informática** es un servicio sin cita previa y se atiende por orden de llegada. Sin embargo, la inscripción está disponible para aquellos que deseen asegurar un lugar y recibir una llamada de cortesía para discutir un plan antes del taller. Habrá computadoras portátiles disponibles para su uso durante el taller, no obstante, puedes traer tu propia computadora portátil para que puedas aprender a usarla mejor. ***Este taller se llevará a cabo en nuestra segunda ubicación en el *Edificio STEAM en 208 Race Street, Holyoke, MA.*

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

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



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