



Adult Career & Technical Education Employment Resource Job Bank

Last Updated 2/26/2021 10:47:44 AM

Animal Science (Veterinary Assistant / Dog Grooming)

Job ID	Position Title	Posting Date	FT/PT	Description
601	Veterinary Assistant	2/26/2021	Full Time	Assist doctors with examinations, proper restraint, preparing rooms, post op care,

Business

Job ID	Position Title	Posting Date	FT/PT	Description
584	Installer / Technician - 12 Volts	2/5/2021	Full Time	Installation and repair of 12-volt electronics such as Two-way Radios, Vehicle Cameras, GPS Units, Tablets, and Emergency Lighting into various types of vehicles. Maintain accurate and organized paperwork and files Represent the Company in a professional manner Track all equipment and supplies Maintain a safe and clean work environment Have and maintain a valid drivers license Provide appropriate tools to perform the installation and repair of the equipment Perform other duties as assigned Follow company policies and safety standards Good time management skills Ability to think calmly and use good judgement in pressure situations



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Construction Trades (Carpentry / Contracting / Electric / Plumbing)

Job ID	Position Title	Posting Date	FT/PT	Description
600	Apprentice	2/26/2021	Per diem with	We are looking for a young and motivated worker who is eager to learn and grow within the company. Duties and responsibilities will vary depending on the job. Will require manual labor and will ultimately lead to learning the craft of masonry and construction.
588	ELECTRICAL WIRER / PLC PROGRAMMER	2/11/2021	Full Time	ABLE TO READ WIRING DIAGRAM WIRE CONTROL PANEL FOR MEDICAL EQUIPMENT PROGRAM PLC



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587 Facilities Custodian (Patchogue, NY)
2/11/2021 Part Time
Position: Facilities Custodian
Location: East Patchogue, NY
Hours: Wednesday-Sunday; 5pm-9pm

The Facilities Custodian is responsible for the routine, general cleaning of the building and cleaning of the individual apartments in the building, under the supervision of the Property Manager and Facilities Director.

Duties and Responsibilities:

- ☑ Vacuum offices, hallways, stairs, lobby, lounge area, exercise room, conference room and all other common areas.
- ☑ Dust all office furniture, windowsills, countertops, etc.
- ☑ Empty office, bathroom, lounge, exercise room, conference room and all other common area wastebaskets.
- ☑ Clean bathroom fixtures, counters, mirrors, and mop floors.
- ☑ Assure adequate supplies are in bathrooms.
- ☑ Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- ☑ Maintain adequate stock of all custodial supplies, ordering additional as needed.
- ☑ Follow procedures for the use of chemical cleaners.
- ☑ Notify managers concerning the need for major repairs.
- ☑ Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- ☑ Maintaining the cleanliness of the exterior of the building including removing debris from the property, sweeping patios and walkways as needed.
- ☑ Set up, arrange, and remove decorations, tables, chairs, and ladders to prepare facility for events such as banquets and meetings.
- ☑ Spray insecticides and fumigants to prevent insect and rodent infestation as allowed by law and with proper protection.
- ☑ Dust, clean and maintain exercise equipment.
- ☑ Minor maintenance repairs as needed including changing light bulbs, filters etc.
- ☑ Wearing proper Personal Protective Equipment at all times.
- ☑ Cleaning of individual apartments: kitchens, bathrooms, flooring, dusting of blinds, emptying trash baskets.



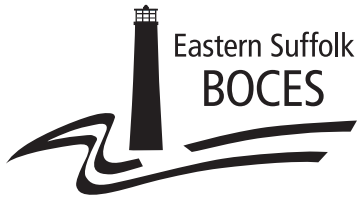
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- ☑ Remain current with all Agency required compliance documents and trainings.
- ☑ Required to be available for overtime hours as needed and directed by supervisor

Major periodic cleaning:

- ☑ Wash inside and outside of all windows, as assigned.
- ☑ Wash off marks on walls and doors.
- ☑ Dust door ledges and floor boards.
- ☑ Dust chair/furniture legs.
- ☑ Scrub bathroom floor, walls, and fixtures.
- ☑ Clean and/or shampoo carpeting and upholstery.
- ☑ Coordinate moving or set up of furniture to individual units.
- ☑ May be required to assist with the clean up of areas damaged by residents.



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586	Facilities Custodian (Shoreham, NY)	2/11/2021	Part Time	<p>The Facilities Custodian is responsible for the routine, general cleaning of the building and cleaning of the individual rooms in the building, under the supervision of the Maintenance Director, Property Manager and Facilities Supervisor. Responsibilities listed below will vary based on the needs of the program:</p> <ul style="list-style-type: none">☐ Vacuum offices, hallways, stairs, living room and dining room area, and all other common areas☐ Dust all office furniture, windowsills, countertops, etc.☐ Empty office and all common area wastebaskets☐ Clean bathroom fixtures, counters, mirrors, and mop floors☐ Clean Kitchen, appliances, cabinets, counters, floors etc.☐ Assure adequate supplies are in bathrooms☐ Clean building floors by sweeping, mopping, scrubbing, or vacuuming them☐ Maintain adequate stock of all custodial supplies, ordering additional as needed☐ Follow procedures for the use of chemical cleaners☐ Notify managers concerning the need for major repairs☐ Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals☐ Maintaining the cleanliness of the exterior of the building including removing debris from the property, sweeping patios and walkways as needed☐ Spray insecticides and fumigants to prevent insect and rodent infestation as allowed by law and with proper protection☐ Minor maintenance repairs as needed including changing light bulbs, filters etc.☐ Wearing proper Personal Protective Equipment at all times☐ Cleaning of individual bedrooms as requested☐ Remain current with all Agency required compliance documents and trainings. <p>Major periodic cleaning:</p> <ul style="list-style-type: none">☐ Wash inside and outside of all windows, as assigned☐ Wash off marks on walls and doors☐ Dust door ledges and floor boards☐ Dust chair/furniture legs☐ Scrub bathroom floor, walls, and fixtures☐ Clean and/or shampoo carpeting and upholstery
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595	Jr. Plumber	2/19/2021	Full Time	<ul style="list-style-type: none">☑Coordinate moving or set up of furniture to individual rooms☑May be required to assist with the cleanup of areas damaged by residents <p>The ideal person will have working knowledge of boilers, new construction, and renovations. Must have a valid NY driver's license, own tools a plus. Must be honest, reliable, good work ethic, and outstanding customer service skills. Must have at least 3 years of experience, a clean driver's license, and own hand tools.</p>
591	Laborer/ Carpenter Apprentice	2/19/2021	Full Time	steel studs, Drywall, Drop Ceilings



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597	Management Trainee	2/26/2021	Full Time	<p>Description/Job Summary</p> <p>As one of the industry's leading suppliers of building materials, we are always looking for our future leaders. Our Manager Trainee program is one of the finest in the industry and provides a solid foundation for you to build your future on. This position is our entry-level position into the management career path, and from this point you can build your own future with the tools and skills that 84 Lumber will provide you.</p> <p>Training: At 84 Lumber we offer an excellent and comprehensive Early Development Program and Self Study Program, which successful candidates complete within 4 to 6 months. All successful candidates attend a comprehensive 3-day training program our Corporate Headquarters where you will get one on one training with our field experienced trainers!</p> <p>Promotions: 84 Lumber Company not only helps build your foundation, we also promote nearly 100% from within! Usually within the first year, successful Manager Trainees are promoted to Co-Manager of a store, a Contractor Sales Representative, or a position at our Team Headquarters. The career path is your choice!</p> <p>Job Description: A successful Manager Trainee candidate must have excellent communication skills and interact with and work well with others in our fast paced and ever changing industry.</p> <p>Other responsibilities include:</p> <ul style="list-style-type: none">Sell lumber and building materials, conduct price quotes, process orders and returns, and develop excellent product knowledge.Create material estimates for customers in a timely mannerSynchronize delivery and/or pick ups of customer ordersQuickly resolve customer complaints and problemsAble to prioritize; manage time and orchestrate multiple tasks.Interacts with other 84 Lumber stores, corporate office, and vendors.Build and maintain strong relationships with customers.Maintaining and merchandising inventoryLoading/Unloading delivery trucks <p>Required Skills</p> <p>Experience working in a team atmosphere.</p>
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				<p>Ability to multi-task in fast paced environment. Previous experience in retail or building industry highly preferred. Must be at least 18 years of age. Must take and pass drug test and consent to a background check. Must take and pass other pre-employment assessments. Work in outdoor / indoor conditions, and ability to load and unload lumber and other building materials with or without reasonable accommodations. Required Experience High School diploma or general education degree (GED); Bachelor's Degree preferred; Or two to four years of equivalent job related experience.</p>
582	Production Assembler	2/5/2021	Full Time	<p>Building Display Frames such as Poster and Signage Frames, Shadow Boxes Display Cases. Use of simple hand tools and sanding machines and table saws and miter saws.Simple math using measuring tapes. Working on production tables to assemble these display products that are ordered by companies and organizations in all industries throughout the USA</p>



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Culinary Arts

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599	baker - pastry chef	2/26/2021	Part Time	bake scones, muffins, cookies, danish
580	Weekend Cook (Patchogue, NY)	2/5/2021	Part Time	<p>Description Directly responsible for preparing dinner for approximately 35 residents.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> ☑ Ensure that all food and products are consistently prepared and served according to the recipes, portioning, cooking and serving standards. ☑ Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the agency's maintenance policies and procedures. ☑ Check and maintain proper food holding and refrigeration temperature control points. ☑ Responsible for ensuring all scheduled cleaning is completed. ☑ Remain current with all Agency required compliance documents and trainings.
581	Weekend Cook (Riverhead, NY)	2/5/2021	Part Time	<p>Directly responsible for preparing dinner for approximately 35 residents.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> ☑ Ensure that all food and products are consistently prepared and served according to the recipes, portioning, cooking and serving standards. ☑ Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the agency's maintenance policies and procedures. ☑ Check and maintain proper food holding and refrigeration temperature control points. ☑ Responsible for ensuring all scheduled cleaning is completed. ☑ Remain current with all Agency required compliance documents and trainings.



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Health Sciences

Job ID	Position Title	Posting Date	FT/PT	Description
585	Certified Nursing Aide (CNA), Home Health Aide (HHA) or Personal Care Aide (PCA)	2/11/2021	FT and PT hour	Assisting residents with their activities of daily living. Opportunities for growth and advancement.
598	Dental Assistant	2/26/2021	Full Time	assisting doctor with patient care and procedures,suctioning,setting up and breaking down operatory,sterilizing instruments and office
589	Orthodontic Assistant	2/11/2021	Full Time	Sterilization, Intra-oral scans ("impression scans"), Intr-oral and extra-oral photographs, panoramic radiographs, chart entries, light lab work, charting, seating patients (temp checks, pre-procedure rinse). Set-up and breakdown treatment chairs. Care instructions. Assist front desk with phone calls and some scheduling

Transportation Technology (auto Mechanic / Auto Body / Marine & Motorcycle Repair / Driving)

Job ID	Position Title	Posting Date	FT/PT	Description
583	auto transmission installer trainee	2/5/2021	Full Time	Learn to remove and reinstall auto transmissions minor auto repairs- brake jobs, motor oil changes etc.