



# Job Order Form

## Finger Lakes Region Job Bank

Telephone: 585-258-8808



Email: rochesterjobbank@labor.ny.gov

The information you provide on this form will help us to understand your hiring needs and to locate the most suitable candidates for you. Please fill out **one** Job Order Form for **each** job title and e-mail (MS Word file) to office listed above to place your order. To enter text on the form, click in the first gray field below and begin typing. Then tab or click to the next field to continue. Job orders may also be completed and submitted online at [www.labor.ny.gov](http://www.labor.ny.gov).

<b>Date:</b>	4/4/2024	<b>Federal ID:</b>	16-0918567	<b>State ID:</b>	
<b>Business Name:</b>	Genesee Country Village & Museum				
<b>Street Address:</b>	1410 Flint Hill road	City	Mumford	State	NY Zip 14511
<b>Mailing Address:</b>		City		State	Zip
<b>Telephone:</b>	585-294-8242	Fax:		Email:	humanresources@gcv.org
<b>Contact Person / Title:</b>	Andy Freeland, Director of Human Resources	Would you like candidates to apply directly, even if they have not been pre-screened by the Department of Labor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: gcv.org	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Telephone <input type="checkbox"/> In Person
<b>Type of Business:</b>	Living History Village & Museum				

<b>Job Title:</b>	Whistle Stop Baker & Cook		<b>Job Location:</b>	On Site			
<b># OF JOB OPENINGS:</b>	3	<b>Duration:</b>	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time	<b>Hours per week:</b> 8-16		
<b>Work days per week?</b> (Check all that apply)	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs		<input checked="" type="checkbox"/> Fri	<input checked="" type="checkbox"/> Sat
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other	Explain:	
<b>Education required:</b>			Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:		Would you accept a trainee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Wage:</b>	Minimum Pay	\$ 15.00	To	Maximum Pay	\$ 15.00	Per (hour/month/year) hour	
<b>Driver's License:</b> (if needed to perform job)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Class	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Sick Leave	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Own Car		
	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Holiday Pay			<input type="checkbox"/> Own Tools		
	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Clothing Allowance			<input type="checkbox"/> Drug Screening		
	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Child Care			<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)		
	<input type="checkbox"/> Paid Vacation				<input checked="" type="checkbox"/> Reference Check		

Position Title: Whistle Stop Cook & Baker – Part-time  
 Reports to: Whistle Stop Manager  
 Hours: Hours will vary depending upon the time of year, upcoming special events, and programs in the Historic Village. Work will be primarily focused upon fulfilling requests from the confectionery and the Historic Village. Work will generally be scheduled from May through early October with additional time scheduled in March and November for special programs and confectionery sales. Work will usually occur between Wednesday and Sundays. While hours may vary, they will generally be 8 – 16 hrs./ week.  
 Pay Range: \$15.00/hour

Overview of Position: A Whistle Stop kitchen cook’s work consists of assisting in the preparation and production of various food products. The cook will receive direct instructions and approval from the Whistle Stop manager, or Manager of Foodways and Village Life. Work takes place in the Whistle Stop kitchen however, some activities may occur in other museum kitchen facilities.

Responsibilities:

- Under guidance from the Whistle Stop Manager, the cook will combine ingredients to prepare items for sale or use in the Historic Village and elsewhere, prepare a variety of doughs and mixtures under limited supervision, assist with the preparation of special tastings, items used for historic dining experiences, and other items requested as directed by manager. (70%)
- Maintain kitchen inventory and internal ordering through manager. Receive deliveries and verify quantities. Clean the equipment used in the kitchen each day. (15%)
- Package, label, and prepare confectionery products for sale. Deliver items for sale to the confectionery as needed. (10%)
- Track hours by specific projects as assigned. (3%)
- Other responsibilities as assigned by manager. (2%)

Qualifications:

- Certificate or diploma from high school or trade school.
- Working experience in a kitchen or bakery. General knowledge of pastry production and historic cooking techniques will be considered an advantage.
- Level 1 Safe Food Handling Certification within one year of hiring.

Working Conditions:

- Working conditions in the job involves exposure to high temperatures, dust, and a working environment filled with a variety of spices and other cooking ingredients.
- Ability to use large ovens, production guides, mixers, forms for confectionery products, proof boxes, and other materials and devices following training. Able to break down and reassemble equipment as needed.
- Ability to handle weight up to 50 pounds

How to Apply: (may vary depending on where posting is located) Applicants must submit a cover letter and resume, click here to apply now! (“apply now” should have a link to the ATS site listing)

Museum Overview: Genesee Country Village & Museum, located in Mumford, NY 25 miles outside of Rochester, is the largest living history museum in New York State. Our 68-building Historic Village, John L. Wehle Gallery, and Genesee Country Nature Center host nearly 100,000 guests each year on site, off site around the community, and online across the world. Learn more on our website.

Equal Employment Opportunity Statement: Genesee Country Village & Museum is committed to a policy of Equal Employment Opportunity with respect to all employees, applicants, and interns for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.

Diversity Statement: Genesee Country Village & Museum is actively committed to broadening our understanding of DEAI (Diversity, Equity, Accessibility, and Inclusion), and making it part of everything that we do. Guided by our mission, values, and inclusive culture of curiosity, we strive to dismantle inequity and address erasure through ongoing dynamic interpretation, communications, research, and outreach. We celebrate the stories of our shared past; connect the rich diversity of the 19th century to the present; and collaborate with the communities we serve to create welcoming spaces for learning, work, exploration, and play.

**Job Description:**  
**Brief Explanation of Job Duties**  
 (Attach company job description if available)

**The major skills needed to perform job: (In priority order)**

1. Cooking	3. Recipe following
2. Dependability	4. Flexibility

**YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?**  Yes  No



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<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: <a href="http://gcv.org">gcv.org</a>		<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax <input type="checkbox"/> Telephone <input type="checkbox"/> In Person
<b>Type of Business:</b>	Living History Village & Museum				

<b>Job Title:</b>	Camp Educator		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>	1	<b>Duration:</b>	<input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Seasonal	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time	<b>Hours per week:</b> 30-40
<b>Work days per week?</b> (Check all that apply)	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other Explain:
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay	\$ 15.85	To Maximum Pay	\$ 15.85	Per (hour/month/year) hour
<b>Driver's License:</b> (if needed to perform job)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ClassD	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Sick Leave	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Own Car
	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Holiday Pay			<input type="checkbox"/> Own Tools
	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Clothing Allowance			<input type="checkbox"/> Drug Screening
	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Child Care			<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)
	<input type="checkbox"/> Paid Vacation				<input checked="" type="checkbox"/> Reference Check
<b>Job Description:</b> <b>Brief Explanation of Job Duties</b> (Attach company job description if available)	Position Title: Camp Teacher, GCV&M Summer Camp Reports to: Camp and Youth Programs Manager Hours: between 30 and 40 hours per week, seasonal - July 8 – August 23, 2024, Monday through Friday Rate of pay: \$15.85 per hour  Overview of Position: Camp teachers provide mentorship and supervision of all campers in their care. They lead safe, engaging activities that support the camp curriculum and culture.  Responsibilities:  Supervise, teach, and direct the activities and behavior of campers. Support the class theme, program design,				

objectives, and camp culture / behavior expectations. (75%)

- Assure campers are properly supervised at all times.
- Teach camp curriculum and guide campers in activities. (Allow for flexibility and adjustments according to individual and group interests and abilities.)
- Provide for campers' wellbeing including:
- Monitor daily conditions for physical hazards and social-emotional threats, and intervening immediately as needed.
- Follow processes for notifying camp supervisors and documenting incidents.
- Mentor campers and serve as a role model in effective interpersonal communications. Help build peer-to-peer relationships. Show respect for diversity. Encourage group participation.
- Support Camp staff with positive, effective communication with parents/ guardians.

Support the implementation and continued development of GCV&M Camp class curriculum. (15%)

- Take part in Camp Teacher orientation and training.
- Review all provided Camp class curriculum materials and meet with Camp program leadership as needed to learn about teaching expectations.
- Create lesson plans and activities that support the delivery of the Camp class. Review with Camp leadership all significant additions or changes.
- Ensure all locations, equipment, and supplies are restored to a clean and maintained condition at the end of each day.

Support the effective operation of GCV&M Camp. (10%)

- Supervise and guide Camp youth volunteers
- Properly use, care for, and help maintain GCV&M facilities and equipment including prompt reporting of needed repairs to Camp leadership.
- Share in camper check-in/ check-out duties and before/ after care supervision
- Substitute for other class teachers as needed and directed, and provide bus monitor coverage if needed
- Other duties as assigned

Qualifications and knowledge, skills, and abilities:

- Must be at least 18 years of age to supervise campers and possess a high school diploma or equivalent.
- Demonstrate exceptional verbal communication skills with diverse groups of people of all ages.
- Experience working with students in a camp, education, or recreational setting preferred.
- College-level degree or coursework in education, museum studies, recreation, psychology, childhood development or related area of study preferred.
- General knowledge and proficiency in the theme, activities, and goals of the Camp class being taught preferred.

Working conditions/ physical aspects of the role:

- Work is primarily performed in an outdoor setting in all but severe weather conditions; exposure to sun, heat, and rain
- Moving equipment weighing up to 25 lbs.
- Moving between 1 and 3 miles daily
- Requires inspection of sites to detect safety concerns
- May involve operation of tools and light equipment
- Indoor spaces may be in historic buildings in small spaces where care is taken to support safety and preserve museum features and collections
- Activities may involve proximity to farm animals and/or wildlife

We are currently recruiting Summer Camp Teachers for the following camps. Teaching assignments may include some or all of the weeks above (subject to change based on camper registration and as determined through the interview and hiring process).

- **HISTORY CAMPS:** With the GCV&M Historic Village as the setting for adventure, campers dressed in period clothing are immersed in the lives and times of young people of the 19th-century. Campers discover the Pioneer Farm, sample Village life, or dive deeper into 19th century trades, skills, and traditions. (Camper Ages: 4-6, 7-10, 11-15)
- **EARTH CAMPS:** Budding naturalists and outdoor adventurers will love exploring more than 550 acres of environmental preserve. Campers gain valuable knowledge of the natural world through hands-on exploration of the Nature Center ponds, woodlands, and meadows. Play in the creek, catch your first fish, hike the trails, or learn how to build a campfire. (Camper Ages: 4-6, 7-10, 11-15)
- **CREATIVITY CAMPS:** For children who love to exercise their imaginations, we have a variety of magical experiences! Campers may tumble down the rabbit hole, flit off to Neverland, enroll in a magical academy, or search the woods for local mythological creatures as they explore, experiment, discover, and create. (Camper Ages: 4-6, 7-10, 11-15)

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	interpretation, communications, research, and outreach. We celebrate the stories of our shared past; connect the rich diversity of the 19th century to the present; and collaborate with the communities we serve to create welcoming spaces for learning, work, exploration, and play. To learn more about GCV&M's DEAI commitment click here <a href="#">Diversity, Equity, Accessibility, and Inclusion (DEAI) – Genesee Country Village &amp; Museum (gcv.org)</a>	
<b>The major skills needed to perform job: (In priority order)</b>	1. Patience	3. Teaching
	2. Training	4. Flexibility
<b>YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?</b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RJB (1-11)



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<b>Mailing Address:</b>		<b>City:</b>		<b>State:</b>	
<b>Telephone:</b>	585-294-8242	<b>Fax:</b>		<b>Email:</b>	humanresources@gcv.org
<b>Contact Person / Title:</b>	Andy Freeland, Director of Human Resources		Would you like candidates to apply directly, even if they have not been pre-screened by the Department of Labor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: gcv.org		<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax
<b>Type of Business:</b>	Living History Village and Museum				

<b>Job Title:</b>	Facilities Associate		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>	1	<b>Duration:</b>	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<b>Work days per week?</b> (Check all that apply)	<input type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri
<b>Shift:</b>	<input checked="" type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input type="checkbox"/> Varies	<input type="checkbox"/> Other
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay	\$ 15.75	To Maximum Pay	\$ 16.00	Per (hour/month/year) hour
<b>Driver's License:</b> (if needed to perform job)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Class D	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Benefits:</b> (Check all that apply)	<input checked="" type="checkbox"/> Health Insurance	<input checked="" type="checkbox"/> Sick Leave	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Own Car
	<input checked="" type="checkbox"/> Dental Insurance	<input checked="" type="checkbox"/> Holiday Pay			<input type="checkbox"/> Own Tools
	<input checked="" type="checkbox"/> Life Insurance	<input type="checkbox"/> Clothing Allowance			<input type="checkbox"/> Drug Screening
	<input checked="" type="checkbox"/> Retirement/401k	<input type="checkbox"/> Child Care			<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)
	<input checked="" type="checkbox"/> Paid Vacation				<input checked="" type="checkbox"/> Reference Check

<p><b>Job Description:</b>  <b>Brief Explanation of Job Duties</b>  (Attach company job description if available)</p>	<p>To assist the Director of Facilities with daily operations, general maintenance, and upkeep of the Museum buildings and grounds</p> <p>Responsibilities Include:</p> <p>Upkeep: (70%)</p> <ul style="list-style-type: none"> <li>• Maintain and respond to the facilities work-order ticketing system;</li> <li>• General site-wide maintenance including basic repairs such as carpentry, plumbing, and electrical</li> </ul> <p>Staging: (15%)</p> <ul style="list-style-type: none"> <li>• Primary coordination of the logistics of daily operations, special events, and room setups</li> <li>• Responsible for room flips, swaps, and tear downs</li> </ul> <p>Grounds: (15%)</p> <ul style="list-style-type: none"> <li>• Routine inspection of Museum grounds with an eye for safety;</li> <li>• Oversight of campus landfill, recycling, and compost collection services;</li> <li>• Seasonal support of lawn trimming, leaf collection, and snow removal;</li> <li>• Other tasks as assigned.</li> </ul> <p>Physical requirements include:</p> <ul style="list-style-type: none"> <li>• Able to climb and work safely from ladders;</li> <li>• Ability to lift up to 70 pounds, i.e. moving tables and furniture, shoveling snow, etc.;</li> <li>• Ability to consistently move around a 600+ acre campus for an 8-hour shift;</li> <li>• Complete work tasks in various weather conditions.</li> </ul> <p>Standards:</p> <ul style="list-style-type: none"> <li>• Ability to work independently and proactively with latitude for problem-solving and decision-making;</li> <li>• Work efficiently, courteously, and professionally with a wide range of staff, volunteers, and Museum guests;</li> <li>• Communicate in a friendly and hospitable manner at all times;</li> <li>• Be sensitive to the cultural differences as represented by the Museum's collections, educational mission and audience..</li> </ul>	
<p><b>The major skills needed to perform job: (In priority order)</b></p>	<p>1. Flexibility</p>	<p>3. Working Independantly</p>
	<p>2. Efficentcy</p>	<p>4. Basic knowledge of carpentry, electrical, plumbing, and general handy man activities</p>
<p><b>YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?</b>      <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>		



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<b>Type of Business:</b>	Living History Village and Museum				

<b>Job Title:</b>	Food Services Associate		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>		<b>Duration:</b> <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time	<b>Hours per week:</b> 15-30
<b>Work days per week?</b> (Check all that apply)	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other Explain:
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay	\$ 15.00	To Maximum Pay	\$ 15.00	Per (hour/month/year) hour
<b>Driver's License:</b> (if needed to perform job)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	ClassD	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Sick Leave	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Own Car
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	<input type="checkbox"/> Paid Vacation				<input checked="" type="checkbox"/> Reference Check
<b>Job Description:</b> <i>Brief Explanation of Job Duties</i> (Attach company job description if available)					
<b>The major skills needed to perform job:</b> (In priority order)	1. Consistency		3. patience		
	2. ability to learn		4. flexibility		
<b>YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?</b>					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No





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<b>Street Address:</b>	1410 Flint Hill road	City	Mumford	State	NY Zip 14511
<b>Mailing Address:</b>		City		State	Zip
<b>Telephone:</b>	585-294-8242	Fax:		Email:	humanresources@gcv.org
<b>Contact Person / Title:</b>	Andy Freeland, Director of Human Resources		Would you like candidates to apply directly, even if they have not been pre-screened by the Department of Labor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: gcv.org		<input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Telephone <input type="checkbox"/> In Person		
<b>Type of Business:</b>	Living History Village & Museum				

<b>Job Title:</b>	Historic Garden Technician		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>	1	<b>Duration:</b>	<input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Seasonal	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time	<b>Hours per week:</b> 16-32
<b>Work days per week?</b> (Check all that apply)	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other Explain:
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay \$ 15.00	To	Maximum Pay \$ 15.00	Per (hour/month/year) hour	
<b>Driver's License:</b> (if needed to perform job)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ClassD	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Sick Leave	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Own Car
	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Holiday Pay			<input type="checkbox"/> Own Tools
	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Clothing Allowance			<input type="checkbox"/> Drug Screening
	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Child Care			<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)
	<input type="checkbox"/> Paid Vacation				<input checked="" type="checkbox"/> Reference Check

<b>Job Description:</b> <b>Brief Explanation of Job Duties</b> (Attach company job description if available)	<p>Position Title: Historic Garden Technician          Reports to: Head Historic Gardener          Hours: April 1 through October 31 – Seasonal Part-time (generally 16-32 hours/week)          Pay Range: \$15.00/hour</p> <p>Overview of Position: Assist Head Historic Gardener with the general maintenance and upkeep of the Museum's ornamental and kitchen gardens as well as orchards, the vineyard, greenhouse, and demonstration crop fields.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist Head Historic Gardener with all operations of the Museum's horticultural/agricultural crop displays and greenhouse. (45%)</li> <li>• Transplant, prune, weed, turn soil, plant, irrigate, and harvest vegetable and ornamental gardens throughout the Museum's Historic Village and maintain selected container plants. (35%)</li> <li>• Work with and direct garden volunteers. (10%)</li> <li>• Assist interpretation department staff with garden needs; ensuring seasonal availability of produce for cooking programs. (5%)</li> <li>• Interpret historic garden work to the visiting public while working; assist in the set up and interpretation of the Horticulture display during the Museum's annual agricultural fair. (5%)</li> <li>• Other duties as assigned.</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Knowledge of the identification of vegetables, ornamental annuals, perennials, trees and shrubs as well as their cultural use.</li> <li>• Clean NYS driver's license. .</li> </ul> <p>Working Conditions:</p> <ul style="list-style-type: none"> <li>• Able to work outside in a variety of weather conditions including the heat and cold.</li> <li>• Ability to lift, move, use and handle safely a variety of garden tools and equipment ranging from hoes, shovels, and trowels to roto-tillers, wheel barrows and hand trucks as well as power tools such as garden tillers, weed trimmers, hedge trimmers, pole pruner saw, etc.</li> <li>• Ability to stand, kneel and stoop for long periods of time during jobs like weeding, planting and harvesting; possess the ability to climb step ladders.</li> <li>• Must be willing to periodically wear historic attire issued to work in front of the public</li> <li>• Ability to lift up to 50 pounds.</li> </ul> <p>Equal Employment Opportunity Statement: Genesee Country Village &amp; Museum is committed to a policy of Equal Employment Opportunity with respect to all employees, applicants, and interns for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.</p> <p>Diversity Statement: Genesee Country Village &amp; Museum is actively committed to broadening our understanding of DEAI (Diversity, Equity, Accessibility, and Inclusion), and making it part of everything that we do. Guided by our mission, values, and inclusive culture of curiosity, we strive to dismantle inequity and address erasure through ongoing dynamic interpretation, communications, research, and outreach. We celebrate the stories of our shared past; connect the rich diversity of the 19th century to the present; and collaborate with the communities we serve to create welcoming spaces for learning, work, exploration, and play.</p>	
	<b>The major skills needed to perform job: (In priority order)</b>	1. Basic Horticulture  2. Dependability
<b>YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?</b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



# Job Order Form

## Finger Lakes Region Job Bank

Telephone: 585-258-8808



Email: rochesterjobbank@labor.ny.gov

The information you provide on this form will help us to understand your hiring needs and to locate the most suitable candidates for you. Please fill out **one** Job Order Form for **each** job title and e-mail (MS Word file) to office listed above to place your order. To enter text on the form, click in the first gray field below and begin typing. Then tab or click to the next field to continue. Job orders may also be completed and submitted online at [www.labor.ny.gov](http://www.labor.ny.gov).

<b>Date:</b>	4/4/2024	<b>Federal ID:</b>	16-0918567	<b>State ID:</b>	
<b>Business Name:</b>	Genesee Country Village & Museum				
<b>Street Address:</b>	1410 Flint Hill road	<b>City:</b>	Mumford	<b>State:</b>	NY
<b>Mailing Address:</b>		<b>City:</b>		<b>State:</b>	
<b>Telephone:</b>	585-294-8242	<b>Fax:</b>		<b>Email:</b>	humanresources@gcv.org
<b>Contact Person / Title:</b>	Andy Freeland, Director of Human Resources	Would you like candidates to apply directly, even if they have not been pre-screened by the Department of Labor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: gcv.org	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Telephone <input type="checkbox"/> In Person
<b>Type of Business:</b>	Living History Village & Museum				

<b>Job Title:</b>	Housekeeping Assistant		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>	1	<b>Duration:</b>	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<b>Work days per week?</b> (Check all that apply)	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other    Explain:
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay	\$ 15.00	To Maximum Pay	\$ 15.00	Per (hour/month/year)    hour
<b>Driver's License:</b> (if needed to perform job)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Class	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Paid Vacation
	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Holiday Pay	<input type="checkbox"/> Clothing Allowance	<input type="checkbox"/> Child Care	
	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)			<input type="checkbox"/> Own Car	<input type="checkbox"/> Own Tools
				<input type="checkbox"/> Drug Screening	<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)
				<input checked="" type="checkbox"/> Reference Check	

Position Title: Housekeeper Associate  
 Reports to: House Keeping Manager  
 Primary functions: Provide cleaning services to ensure a clean, safe, and pleasant environment through the Historic Village and Museum complex.  
 Pay Rate: \$15.00 per hour  
 Hours: Part-Time schedule- primarily April through October, approximately 12-16 hours per week including some evenings, weekends, and holidays to support our special events and programming (includes July Fourth).

**Responsibilities:**

- Vacuuming, sweeping, mopping, and dusting a variety of surfaces including original wood floors
- Cleaning restrooms, communal meeting spaces, and historic structures containing antiques in a careful and attentive manner
- Washing windows
- Trash collection
- Washing, drying, and ironing backup when needed
- Maintain cleaning supply closets in an orderly fashion
- Observe and notify management of any necessary repairs or replacement of supplies in a timely manner

**Performance Standards:**

- Engage with others in a collaborative and inclusive manner, supporting diversity, accessibility, and equity with colleagues and Museum guests.
- Represent self and the Museum courteously, accurately, and professionally.
- Comply with all GCV&M staff expectations within the home department and included in the Staff Handbook and Safety Manual.

**Working conditions/ physical aspects of the role**

- Lifting up to 40 lbs.
- Walking up to .5 miles
- Climbing and transporting supplies up and down stairs regularly to access areas needing to be cleaned
- Bending, reaching, lifting, pushing and pulling cleaning equipment, and other motions necessary to thoroughly and effectively perform cleaning tasks
- Work outside in a variety of weather conditions including the heat and cold
- Operate a golf cart

**Qualifications and knowledge, skills, and abilities:**

- Previous experience operating cleaning equipment including vacuum, floor cleaner, washer/dryer, and iron
- Valid driver's license with no restrictions; reliable personal transportation
- Must pass a background check
- Must be dependable and self-motivated, with a strong work ethic
- Occasional evenings and weekends required

**Museum Overview:**

Genesee Country Village & Museum, located in Mumford, NY 25 miles outside of Rochester, is the largest living history museum in New York State. Our 68-building Historic Village, John L. Wehle Gallery, and Genesee Country Nature Center host nearly 100,000 guests each year on site, off site around the community, and online across the world. We are committed to diversity and inclusion and a policy of equal employment opportunity with respect to all employees, applicants, and interns for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law. Learn more at [www.GCV.org/about](http://www.GCV.org/about).

**Equal Employment Opportunity Statement:**

Genesee Country Village & Museum is committed to a policy of Equal Employment Opportunity with respect to all employees, applicants, and interns for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.

**Diversity Statement:**

GCV&M is committed to diversity and inclusion and a policy of equal employment opportunity with respect to all employees, interns, and applicants for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.

**Job Description:**  
**Brief Explanation of Job Duties**  
 (Attach company job description if available)

**The major skills needed to perform job: (In priority order)**

- |                 |                |
|-----------------|----------------|
| 1. Cleaning     | 3. Sanitizing  |
| 2. Thoroughness | 4. Flexibility |

**YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?**  Yes  No



# Job Order Form

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Email: rochesterjobbank@labor.ny.gov

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<b>Date:</b>	4/4/2024	<b>Federal ID:</b>	16-0918567	<b>State ID:</b>	
<b>Business Name:</b>	Genesee Country Village & Museum				
<b>Street Address:</b>	1410 Flint Hill Road	City	Mumford	State	NY Zip 14511
<b>Mailing Address:</b>		City		State	Zip
<b>Telephone:</b>	585-294-8242	Fax:		Email:	humanresources@gcv.org
<b>Contact Person / Title:</b>	Andy Freeland, Director of Human Resources	Would you like candidates to apply directly, even if they have not been pre-screened by the Department of Labor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: gcv.org	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Telephone <input type="checkbox"/> In Person
<b>Type of Business:</b>	Living History Village & Museum				

<b>Job Title:</b>	Historic Village Interpreter		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>	3	<b>Duration:</b>	<input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Seasonal	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time	<b>Hours per week:</b>
<b>Work days per week?</b> (Check all that apply)	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other Explain:
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay \$ 15.00	To	Maximum Pay \$ 15.00	Per (hour/month/year) hour	
<b>Driver's License:</b> (if needed to perform job)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ClassD	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Sick Leave	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Own Car
	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Holiday Pay			<input type="checkbox"/> Own Tools
	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Clothing Allowance			<input type="checkbox"/> Drug Screening
	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Child Care			<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)
	<input type="checkbox"/> Paid Vacation				<input checked="" type="checkbox"/> Reference Check

Position Title: Historic Village Interpreter  
 Reports to: Senior Director of Interpretation  
 Hours: Part-time positions available Wednesday through Sunday from May to October. Holiday and educational programming hours available from October to April. Shifts run from 9:30AM-4:00PM, with some exceptions.  
 Pay Range: \$15.00 an hour\*

Overview of Position: GCV&M is seeking applicants to join our historical interpretation staff for the 2023-2024 season. This position exists to engage, educate, and entertain visitors through interpretive programming, to provide customer service, and to assist in the daily operations of GCV&M. Interpreters are historically costumed, public-facing employees who connect guests to the past by engaging guests in hands-on activities, demonstrating historical tasks and trades, and other related activities.

**Responsibilities:**

- Conduct interpretive programs for diverse audiences at GCV&M using a variety of interpretive and teaching techniques.
- Conduct educational and field trip programs that appropriately engage students of all ages.
- Assist in the daily operations of the Village and its programs.
- Study site-related material to enhance the delivery of the site's interpretive program.
- Utilize skill sets to effectively engage visitors and complete assigned daily activities.
- Support the maintenance and protection of Village buildings, grounds, animals, collections, and clothing.

**Minimum Qualifications:**

- Strong interpersonal and communication skills.
- Demonstrated ability to work with a diverse public in an enthusiastic, friendly, and open manner.
- Demonstrated ability to provide consistent, quality customer service.
- Demonstrated ability to work as a team member.
- Demonstrated ability to work with a diverse audience of varying cultural backgrounds, identities, ages, and abilities.
- Demonstrated ability to develop a working knowledge of site programs and educational content.
- Flexibility to adjust to schedule changes and assignments.
- Ability to stand for extended periods of time and walk up to 3 miles a day in all types of weather.
- Ability to perform physical work such as kneeling, reaching, bending, crouching, pulling, and pushing.
- Ability to lift and carry objects weighing up to 50 pounds.

**Desired Qualifications:**

- High school diploma or equivalent.
- Experience working with children and/or adults in an educational environment.
- Experience with retail sales, phone, and service industry work.
- Interest and experience with history, historic trades, agriculture, cooking, gardening, or fiber arts.

**Working Conditions:**

- Staff are required to dress in museum-issued historic clothing in all weather conditions.
- Staff will work near open fires, with sharp tools, around farm animals, and in a variety of outdoor conditions.
- Staff are expected to attend regular staff trainings.

**Benefits Include:**

- Family membership to the Genesee Country Village & Museum.
- NYS statutory disability.
- Sick time as per NYS statutory requirements (1 hour/every 30 hours worked).

Genesee Country Village & Museum is actively committed to broadening our understanding of DEAL (Diversity, Equity, Accessibility, and Inclusion), and making it part of everything that we do. Guided by our mission, values, and inclusive culture of curiosity, we strive to dismantle inequity and address erasure through ongoing dynamic interpretation, communications, research, and outreach. We celebrate the stories of our shared past; connect the rich diversity of the 19th century to the present; and collaborate with the communities we serve to create welcoming spaces for learning, work, exploration, and play. To learn more about GCV&M's DEAL commitment click here Diversity, Equity, Accessibility, and Inclusion (DEAI) – Genesee Country Village & Museum (gcv.org)

**Job Description:  
 Brief Explanation of Job  
 Duties**

(Attach company job description if available)

**The major skills needed to perform job: (In priority order)**

1. Customer Service	3. Patience
2. Ability to learn and retain information	4. Flexibility

**YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?**

Yes  No



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<b>Date:</b>	4/4/2024	<b>Federal ID:</b>	16-0918567	<b>State ID:</b>	
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<b>Mailing Address:</b>		<b>City:</b>		<b>State:</b>	
<b>Telephone:</b>	585-294-8242	<b>Fax:</b>		<b>Email:</b>	humanresources@gcv.org
<b>Contact Person / Title:</b>	Andy Freeland, Director of Human Resources	Would you like candidates to apply directly, even if they have not been pre-screened by the Department of Labor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Referral Method:</b> (Select all that apply)	<input checked="" type="checkbox"/> Online -- Provide Web address below: gcv.org	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Telephone <input type="checkbox"/> In Person
<b>Type of Business:</b>	Living History Village & Museum				

<b>Job Title:</b>	Visitor Services Associate		<b>Job Location:</b>	On Site	
<b># OF JOB OPENINGS:</b>	3	<b>Duration:</b>	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<b>Work days per week?</b> (Check all that apply)	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri
	<input checked="" type="checkbox"/> Sat	<input checked="" type="checkbox"/> Sun	<b>Hours per week:</b> 10-25		
<b>Shift:</b>	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input checked="" type="checkbox"/> Varies	<input type="checkbox"/> Other    Explain:
<b>Education required:</b>	Licenses/Certificates/Degrees				
<b>Experience required:</b>	Years:	Months:	Acceptable related experience:	Would you accept a trainee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Wage:</b>	Minimum Pay	\$ 15.00	To Maximum Pay	\$ 15.00	Per (hour/month/year)    hour
<b>Driver's License:</b> (if needed to perform job)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Class	Public transportation available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Benefits:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Holiday Pay	<input type="checkbox"/> Own Car
	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Clothing Allowance	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Child Care	<input type="checkbox"/> Own Tools
	<input type="checkbox"/> Paid Vacation	<b>Other hiring requirements:</b> (check all that apply, all hiring requirements must be bona fide occupational qualifications.)		<input type="checkbox"/> Drug Screening	<input type="checkbox"/> Physical Exam (Required only after job offer and if required for job opening.)
				<input checked="" type="checkbox"/> Reference Check	

Position Title: Visitor Services Associate  
 Reports to: Director of Visitor Services  
 Hours: Part-Time Weekly, Weekends and some holidays  
 Pay Range: \$15.00\*

Overview: The Visitors Services Department is responsible for ticketing, retail gift store, restaurant, and event functions at the Genesee Country Village and Museum. Part-time associates are cross-trained to help in any of these locations.

Responsibilities:

- Operation of point of sale cash registers and handling of money from customers;
- Answering visitor inquiries regarding program offerings.
- Welcoming Museum visitors and providing exceptional customer service;
- Restocking merchandise;
- Keep stores and restaurants clean and inviting;
- Help to create a fun and friendly work environment for co-workers and customers

Qualifications:

- Prior experience in a retail, customer service, restaurant, or event environment;
- Willing to learn and grow;
- Ability to work weekends and Museum special events and occasional evenings;
- Ability to drive or learn to drive a golf cart and have current driver's license;

Working Conditions:

- Moving items weighing up to 25 pounds.
- Remaining in one area for extended periods- Admissions area, Flint Hill Store.
- Light cleaning of retail area, sweeping.
- Working both independently and as part of a team.
- Managing large crowds of visitors on special event days.

Equal Employment Opportunity Statement

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Genesee Country Village & Museum is actively committed to broadening our understanding of DEAI (Diversity, Equity, Accessibility, and Inclusion), and making it part of everything that we do. Guided by our mission, values, and inclusive culture of curiosity, we strive to dismantle inequity and address erasure through ongoing dynamic interpretation, communications, research, and outreach. We celebrate the stories of our shared past; connect the rich diversity of the 19th century to the present; and collaborate with the communities we serve to create welcoming spaces for learning, work, exploration, and play.

To learn more about GCV&M's DEAI commitment click here [Diversity, Equity, Accessibility, and Inclusion \(DEAI\) – Genesee Country Village & Museum \(gcv.org\)](#)

**Job Description:  
 Brief Explanation of Job  
 Duties**

(Attach company job description if available)

**The major skills needed to perform job:  
 (In priority order)**

1. Customer Service	3. Retail
2. Dependability	4. Flexibility

**YOUR BUSINESS MAY BE ELIGIBLE FOR TAX INCENTIVES AND/OR ON-THE-JOB TRAINING WAGE SUBSIDIES IF YOU HIRE FROM DESIGNATED TARGET GROUPS. WOULD YOU LIKE MORE INFORMATION ON THIS SUBJECT?**

Yes  No

RJB (1-11)