

Workforce Program

Career topics available during or after training include:

- skills assessments
- resume preparation
- job search techniques
- on line applications
- thank you notes

Join other training graduates who are looking for work by attending a weekly Job Club.

Free weekly computer lab sessions are available for all career certificate program students.



Greece Central School District 2009 - 10 Board of Education

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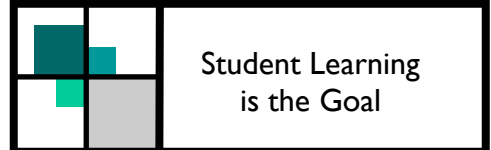
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Custodial Maintenance and Repair Career Certificate Program



**Lifelong Learning
is the Key**

Call 585.966.2861 to
schedule your orientation

**Where do you want to
be next year?**

Custodial Maintenance and Repair

Career Certificate Program

A teaching team with a variety of skills and trade areas provides instruction in this 96 hour program. Training includes both classroom instruction and hands-on lessons.

Students will demonstrate their new knowledge and skills by performing a variety of tasks. Successful completion of the program will increase your chances to move up the career ladder in building maintenance.

Training may include a four week internship as a Substitute Cleaner for qualified individuals.

Class Hours: 5:00 p.m. — 8:00 p.m.
Monday and Thursday

Location: Olympia High School and
selected Greece Central Schools



Focus on the skills you need

Components:

- General Maintenance
- Mechanical
- Building Operation
- Safety



Financial Aid

Scholarships may be available.

The Custodial Maintenance & Repair program is approved by many local agencies, including

RochesterWorks!, VESID, U.S. Department of Veteran Affairs, and various area employers.

Course Topics

General Maintenance

Cleaning Supplies/Equipment
Resilient Tile/Floor Maintenance
Wood Floor Maintenance
Carpet Maintenance
Cleaning & Disinfection
Classroom Cleaning
Shower Room & Bathroom

Mechanical

Plumbing Systems
Electrical Systems
HVAC Systems

Customer Service

Dealing with Difficult People

Building Operation

Steam Boiler Operations/Maintenance
Building Security: Locks/Alarm
Fire Prevention Inspections
Preventive Maintenance
Schedule/Techniques

Safety

General Practices & Regulatory Requirements
Hazard Communications
Bloodborne Pathogens
Respiratory Protection
Asbestos Awareness
Chemical Safety
Back Safety

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| | Custodial Maintenance and Repair |
| <p>Greece Central School District Office of Community Education PO Box 300 N. Greece, NY 14515</p> <p>Phone: 585.966.2861 Fax: 585.227.9365 www.greece.k12.ny.us</p> | |

For more information, to make a referral, or to enroll, contact Susan Putnam, Workforce Training Instructor at 585.966.2864 or email susan.putnam@greece.k12.ny.us