



Custodial Services APPRENTICE PROGRAM

**Apprenticeship Training Program for
Custodial Technician**

**A partnership between
Newport News Public Schools
and Thomas Nelson Community College**

NEWPORT NEWS



PUBLIC SCHOOLS

Purpose:

The purpose of the Apprenticeship Program is to ensure the professional development of the Custodial Services employees by providing relevant, educational & on the job training. Employees may earn salary increases with successful completion of level requirements.

Benefits:

Some of the benefits to the staff will be:

- increased pay for a higher level of skills
- advanced knowledge & skills in custodial maintenance
- industry certification

The school system will benefit by having a highly qualified work force that will ensure safe & clean schools and work locations for students & staff.

Who is eligible?

Any contracted employee, who is in good standing, is eligible to apply. Employees must have at least a high school diploma or GED to participate in the program. Participation in the program is voluntary. If an employee chooses not to participate, he/she will continue to benefit from the standard pay scale.

How do I enroll?

Obtain an Apprenticeship Application Form from your lead, senior or area supervisor or the Plant Services office. Send the completed copy to the Custodial Services Supervisor in the Plant Services office. Please contact the custodial office for application period dates.

Can I receive credit for prior coursework?

After review by the Custodial Services Supervisor & the TNCC representative, credit may be given. Documentation/transcripts will be required. A passing grade of "C" or better is required as a minimum before credit is given.

Expectations:

- Apprentice is expected to maintain a passing grade, "C" or better, in all courses.
- The Apprentice is expected to attend all scheduled courses. If an Apprentice has more than one (1) unexcused absence he/she will be removed from the program. The Apprentice is responsible for seeking approval for absences from the Custodial Services Supervisor and it is his/her responsibility to make up all work missed.
- If the Apprentice has any work performance or disciplinary occurrences while in the program, it will result in the Apprentice being dropped from the program.
- The Apprentice is expected to be prepared for class and complete all required assignments by the due dates given. The apprentice should contact the Custodial Services Supervisor immediately if they are unable to adhere to any deadlines.

Year 1 Requirements:

Custodian Technician Course Schedule - Year 1			
January - 4 weeks -15hrs			June - 4 weeks - 11hrs
Program Requirements	3		Rest Room Care 10
Good Housekeeping Practices	3		Team Building 1
Back Safety/Slips, Trips and Falls	3		
Behaviors of Successful People	5		August - 4 weeks - 16hrs
Team Building	1		Carpet and Upholstery 10
			Team Building 1
February - 4 weeks - 16 hrs			
Cleaning Chemicals	10		September - 3 weeks - 12 hrs
Keys to Effective Communication	5		The Chemistry of Cleaning 6
Team Building	1		First Aid/CPR 5
			Team Building 1
March - 4 weeks - 14 hrs			
Asbestos Awareness	3		October - 4 weeks - 16 hrs
Basic English I (reading & writing)	10		Basic Cleaning of Above-Floor Surfaces 2
Team Building	1		Basic Cleaning of Hard Floor Surfaces 6
			Basic Cleaning of Carpeted Floor Surfaces 6
April - 3 weeks - 11 hrs			Basic Cleaning of Restrooms 2
Floors and Floor Care Equipment	10		
Team Building	1		November - 3 weeks - 11 hrs
			Basic Math I 10
May - 4 weeks - 15 hrs			Team Building 1
Maintaining Floors and Other Surfaces	12		
Great Customer Service Begins w/ Me	2		December - 3 weeks - 11 hrs
Team Building	1		Basic Workplace Technology 5
			Mold 3
			HAZCOM 3
			Team Building 1

Successful Year 1 Completion will include:

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Senior Custodian, Lead Custodian II, and Custodial Area Supervisor
- Satisfactory performance evaluation

Year 1 Rewards:

- A 3.5% salary increase and a title of Custodial Technician I

Year 2 Requirements:

<i>Custodian Technician Course Schedule - Year 2</i>			
January - 4 weeks - 16hrs			June - 4 weeks - 14hrs
Program Requirements	2		Green Cleaning Project
Basic English II	10		Leadership Skills
Leadership Skills	4		
February - 4 weeks - 16 hrs			July - 5 weeks - 14hrs
Basic Math II	10		Green Cleaning Project
Advanced Cleaning of Above-Floor Surfaces	4		Leadership Skills
Leadership Skills	2		
March - 4 weeks - 14 hrs			August - 4 weeks - 16hrs
Advanced Cleaning of Hard Floor Surfaces	12		Green Cleaning Project
Leadership Skills	3		Leadership Skills
April - 3 weeks - 10 hrs			September - 3 weeks - 9 hrs
Advanced Cleaning of Carpeted Floor Surfaces	6		Electrical Safety
Leadership Skills	3		Blood Borne Pathogens
May - 4 weeks - 16 hrs			Leadership Skills
Computer Training - Office Suite	8		
School Dude	5		October - 4 weeks - 16 hrs
Leadership Skills	3		Ladder Safety
			Lead
			Genie Lift Safety
			Leadership Skills
			November - 3 weeks - 11 hrs
			Fire Safety in Schools
			Personal Protective Equipment
			Leadership Skills

Successful Year 1 Completion will include:

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Senior Custodian, Lead Custodian II, and Custodial Area Supervisor
- Satisfactory performance evaluation

Year 1 Rewards:

- A 3.5% salary increase and a title of Custodial Technician II