



For more information about Vocational Education Training programs, please contact:

Director of Community Training & Development

CCAC Braddock Hills Center
250 Yost Blvd
Pittsburgh, PA 15221
412.501.0018

Recruiter for Vocational Education Training Programs

CCAC North Campus
8701 Perry Highway
Pittsburgh, PA 15237
412.369.4211

Program Secretary: 412.369.4147

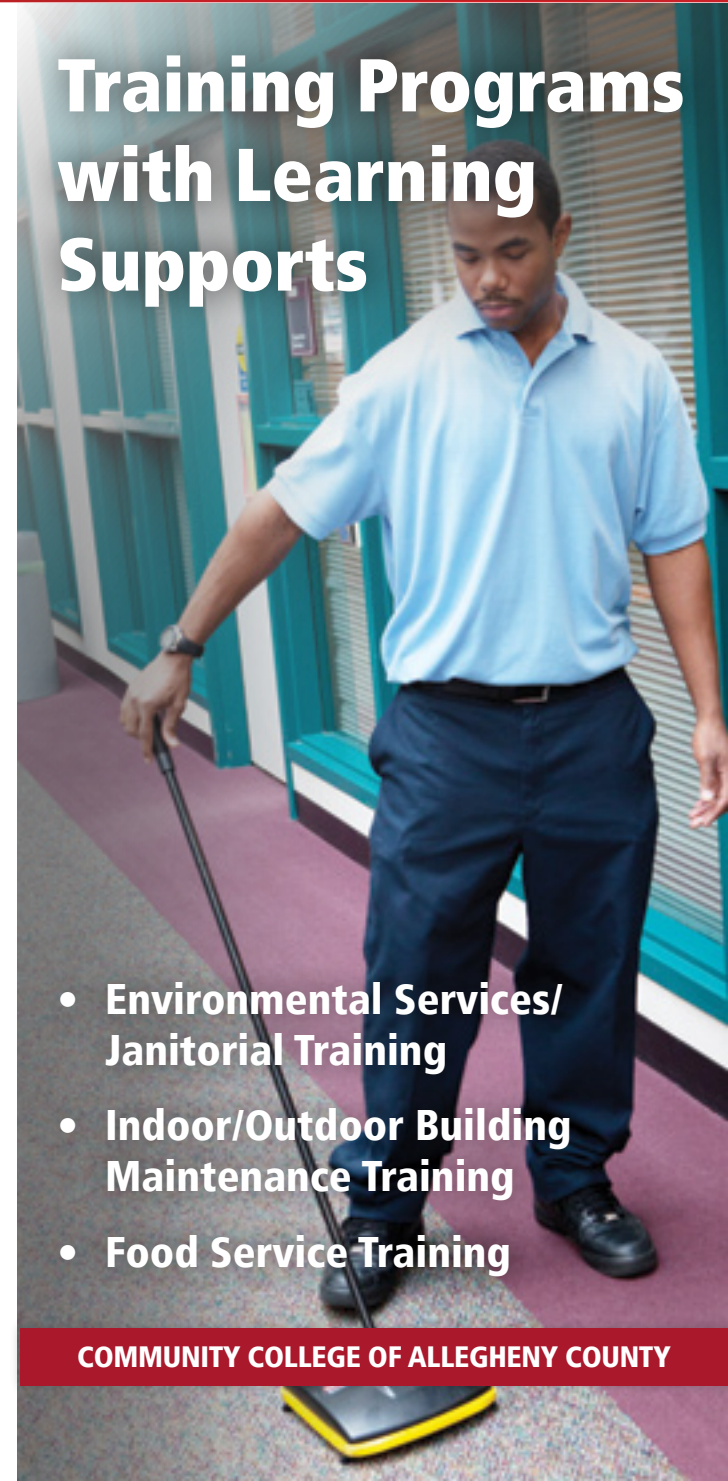
Transportation to and from these programs is made available through a grant to CCAC. Students will be picked up from the David L. Lawrence Convention Center and transported to the appropriate CCAC Vocational Education Training program location. Return service to the David L. Lawrence Convention Center is provided.

Notifications of nondiscrimination and contact information can be found at: ccac.edu/nondiscrimination.

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Training Programs with Learning Supports



- Environmental Services/Janitorial Training
- Indoor/Outdoor Building Maintenance Training
- Food Service Training

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Environmental Services/ Janitorial Training

This noncredit certificate program involves two 15-week terms of training, including a practicum at a commercial facility. Work skills training begins in the classroom, where instruction is individualized according to the students' abilities. Skills are then practiced throughout CCAC North Campus. To simulate a true work environment, students report to class at a specific time to begin their daily routines, take scheduled breaks and complete assignments in a timely manner.

Competencies learned include:

- **General cleaning**
- **Bathroom sanitation**
- **Basic floor care methods**
- **Wall & window washing**
- **Detail cleaning**
- **Advanced floor care techniques**

Students receive employment skills instruction to develop appropriate soft skills for getting and keeping a job. Additional support is given to create a student portfolio, which consists of a resume, cover letter, thank you letter, and Act 33 and 34 clearances. Job search and placement assistance is available to students who successfully complete training.

Environmental Services/Janitorial Training

CCAC North Campus
8701 Perry Highway
Pittsburgh, PA 15237

Coordinator/Instructor: 412.369.4134

Indoor/Outdoor Building Maintenance Training

This noncredit certificate program focuses on the basics of commercial and residential building and grounds maintenance. Over the course of two 15-week terms, students gain an understanding of the basic tasks required to maintain a building and grounds and the custodial care needed for a school, hospital, nursing home, community office building or other facility.

Competencies learned include:

- **Landscaping**
- **Building maintenance**
- **Hand & power tool identification & use**
- **Effective & appropriate work relationships**

Greenhouse skills, such as filling pots with soil, putting pots on tables, hanging baskets, planting and pruning, are also learned. A practicum is included to provide relevant work experience, and appropriate work habits are stressed throughout the entire program. In addition, employment skills are taught, covering resume development, job search linkage, application preparation, interviewing skills, and proper work dress and grooming. Job placement assistance is available to students who successfully complete training.

Indoor/Outdoor Building Maintenance Training

CCAC North Campus
8701 Perry Highway
Pittsburgh, PA 15237

Sewickley Creek Greenhouse
2639 Big Sewickley Creek Road
Sewickley, PA 15143

Coordinator/Instructor: 412.369.4211

Food Service Training

This noncredit certificate program consists of two 15-week terms that prepare students for food service employment. The primary teaching location is the Allegheny County Police and Fire Academy. All aspects of the food service industry are taught, including dining room maintenance, salad and entree preparation, baking, customer service and utility positions. Students prepare and serve a continental breakfast and a hot lunch daily for Police Academy cadets.

Competencies learned include:

- **Adherence to Allegheny County Health Department regulations**
- **Use of commercial dishwasher & pot sink**
- **Measuring of ingredients, weighing & portion control**
- **Knife skills**
- **Sanitizing**
- **Teamwork**

All learning experiences are individualized according to student abilities and interests. Students also participate in comprehensive employment classes, which emphasize both getting and keeping a job. In the final phase of training, students are placed in a four- to six-week practicum at a commercial food service site. After the practicum, permanent employment is pursued.

Food Service Training

CCAC North Campus
8701 Perry Highway
Pittsburgh, PA 15237

Police & Fire Academy
700 West Ridge Road
Allison Park, PA 15101

Coordinator/Instructor: 412.369.4132

Police & Fire Academy: 724.935.3870