GOODWILL OF CENTRAL
& SOUTHERN INDIANA

JANITORIAL TRAINING PROGRAM

Goodwill's Janitorial Training Program is designed for individuals with barriers to employment who have little or no prior work history, a sporadic work history or have an interest in learning skills associated with janitorial/housekeeping work in a commercial setting.

This intensive, 480-hour training program includes a paid internship through Goodwill and features three levels:

- Skill development; obtaining the technical and soft skills needed to find and keep a job
- Case management services throughout the duration of the training program
- Weekly assessments and feedback

Those who successfully complete all three levels will receive a Janitorial Certificate.

BENEFITS TO PARTICIPANTS

- Learn transferable skills that are beneficial in any service industry:
  - > Dust and damp mopping
  - > Window cleaning
  - > Spot cleaning, stain removal and carpet maintenance
  - > Restroom and office cleaning
- Earn a paycheck through practical, hands-on learning
- Become a more prepared and better qualified job candidate
- Have the opportunity to earn certification from **Cleaning Management Institute** (CMI)

ELIGIBILITY

- Be able to learn by lecture, video and practical application of the techniques for proper cleaning
- Have the necessary mobility, sight, manipulation and dexterity to do basic office, general work area and floor cleaning
- Pass a recent (within the last 3 months) Indiana State Police background check; the program will not accept pending felony charges or convictions associated with violent offense, sexual offense, theft, robbery or fraud
- Have training funded (special circumstances will be considered on a case-by-case basis)
- Complete documentation of criminal history upon entrance into the program, if applicable
- Have reliable transportation
- Be authorized to work in the United States

BENEFITS TO EMPLOYERS

- Gain access to a pool of qualified job applicants who have obtained mastery of skills at identified training levels
- Enhance profitability by reducing turnover through the addition of skilled employees
- Hire job-ready candidates trained to meet the specific needs of the service industry
- Hire candidates that have an understanding of the unspoken rules of work and the workplace

PROGRAM LOCATION

1635 W. Michigan Street, Indianapolis, IN 46222

Hours of operation:
6 a.m. to 7:30 p.m., Monday through Friday

REFERRALS

- Referrals will come directly to the case manager for pre-screening and interview.
- Upon recommendation, the program supervisor will be contacted for a second interview, and the candidate will complete a 2-4 hour unpaid job shadow prior to determining program enrollment.
- All candidates must be referred by applying at **goodwillindy.org/jobs**; use keyword "janitorial" for quicker searching
- Potential candidates can be referred directly to Nicole Wiese at nicole.wiese@goodwillindy.org or 317.520.2973.