

HOSPITALITY CAREERS PROGRAM

OPEN ENROLLMENT

PROGRAM OVERVIEW

The **Hospitality Careers Program** is a five-month career readiness program managed by the City of Philadelphia. The program prepares job seekers for positions in the hospitality, janitorial, and customer service fields. Participants receive technical training via classroom instruction and work-based assignments. Professional development courses offered through the program assist participants in gaining insights and skills to develop a successful career. Graduates qualify for custodial positions with the City of Philadelphia and are positioned to launch hospitality careers with private sector employers.

DETAILS

Position title: Custodial Services Trainee

Pay: \$12.40 per hour

Program duration: Five months, temporary

Program dates: June 3 to November 8, 2019

Application deadline: March 22, 2019

Location:

Philadelphia International Airport
8000 Essington Avenue
Philadelphia, PA 19153

Duties: Learn how to clean a commercial facility, provide customer service, and develop a successful career

ELIGIBILITY

Qualified individuals must:

- Be a resident of the City of Philadelphia
- Have a strong desire to attain full-time, permanent employment
- Be at least 18 years of age
- Pass a pre-employment criminal background check, physical abilities test, and drug test
- Possess a high school diploma or equivalency
- Have reliable transportation to-and-from the airport (public transit, car, or other form of transport)
- Be available to work the evening shift (2 p.m. to 10 p.m.) and overnight shift (10 p.m. to 6 a.m.)

No previous experience is required.

APPLY FOR THE PROGRAM

Submit an online application through the City of Philadelphia's Office of Human Resources, www.phila.gov/personnel/jobopps.html. Find the job listing for Custodial Services Trainee under "Non-Civil Service Job Opportunities."

Open enrollment from March 13 - 22, 2019

QUESTIONS?

Email: careerpathways@phila.gov

HIRING PROCESS

See reverse.

STEP 1

Submit an **online application** during open enrollment.

STEP 2

Complete a **basic skills test** and **work profile assessment**.

STEP 3

Attend an **information session**.

- Learn more about the program to determine if the program is right for you.
- Several session dates will be available.

STEP 4

Engage in a **group interview** with other applicants.

- Complete Division of Aviation application.

STEP 5

Accept or decline **conditional offer of employment** to enter the program.

- Those who accept the conditional offer of employment move to step six.

STEP 6

Complete **background check** screenings.

STEP 7

Accept formal offer of employment into the program with a start date of **June 3, 2019**.

NOTE: ONLY SELECTED APPLICANTS WILL BE INVITED TO ENGAGE IN STEPS 2 THROUGH 7.