

Personal Services



Build communication, teamwork and time management skills



Students work towards mastery of career readiness and daily living skills with an emphasis on completing tasks and following multi-step directions. Course content is provided through discussion, cooperative learning, problem solving, and a variety of classroom, building, and community jobs.

Units of Study

- Introduction to Transferable Skills (Workplace Readiness)
- Kitchen Safety
- Nutrition
- Daily living Procedures & Lessons (cooking)
- Safety/Hazards in the Workplace
- Employee/Employer Rights & Responsibilities
- Hygiene & Social Practices for the Workplace
- Job Exploration
- Job Preparation Skills & Tools
- Introduction to Budgeting

Classroom Support

The Personal Services program is directly aligned to viable employment options and to the CDOS credential. In order to support students with special needs, these courses have a classroom aide and smaller student-to-teacher ratios.

Work-Based Learning

Opportunities to earn work-based learning hours are infused within the curriculum. Work experiences are gained in the Personal Services program through:

- The ARC of Monroe
- Meals on Wheels
- Monroe 2 BOCES
- NYS Parks and Trails
- Saint Joseph's Kitchen
- University of Rochester Nursing



Career Outlook

All CTE programs correlate to many careers paths. Use the links below to explore more. One example:

Job Projections for Janitors and Building Cleaners: 14% projected growth in New York State jobs 2016-2026.

New York State salary range:
\$22,510 entry level- \$40,390 experienced

Education Requirements: Formal education is not required; most learn on the job.

Explore more:

- <https://www.careerzone.ny.gov/>
- <https://www.onetonline.org/find/>



WEMOCO Career & Technical Education Center
Monroe 2-Orleans Board of Cooperative Educational Services
Monroe2BOCES.org/cte 585-352-2471
3589 Big Ridge Road, Spencerport, New York 14559



Personal Services

Employability Profile

Career Readiness

Attendance	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>
Appropriate Workplace appearance	<input type="checkbox"/>
Takes Initiative	<input type="checkbox"/>
High Quality of work	<input type="checkbox"/>
Knowledge of workplace ethics	<input type="checkbox"/>
Responsive to supervisor	<input type="checkbox"/>
Effective Communication skills	<input type="checkbox"/>
Solves problems	<input type="checkbox"/>
Makes decisions	<input type="checkbox"/>
Cooperates with others	<input type="checkbox"/>
Resolves conflict	<input type="checkbox"/>
Observes critically	<input type="checkbox"/>
Takes responsibility for learning	<input type="checkbox"/>
Reads with understanding	<input type="checkbox"/>
Solves problems using math	<input type="checkbox"/>
Complies with health and safety rules	<input type="checkbox"/>
Uses technology appropriately	<input type="checkbox"/>

Workplace Safety

Identifies and uses basic cleaning products	<input type="checkbox"/>
Identifies basic cleaning chemicals and tools	<input type="checkbox"/>
Uses basic cleaning chemicals and tools	<input type="checkbox"/>
Follows safety directions for tools, equipment and supplies	<input type="checkbox"/>
Identifying Hazards in the Workplace	<input type="checkbox"/>
Understanding Ways to Reduce/Eliminate Hazards	<input type="checkbox"/>
Knowledge of Employer/Employee Obligations Regarding Safety Issues	<input type="checkbox"/>
Demonstrates use of gloves/hat	<input type="checkbox"/>

Basic Kitchen Knowledge

Follow Proper Hand washing Techniques	<input type="checkbox"/>
Adhere to Safety Protocol while cooking	<input type="checkbox"/>
follow basic kitchen recipe	<input type="checkbox"/>
Follow correct kitchen clean- up procedure	<input type="checkbox"/>
Displays proper use of microwave	<input type="checkbox"/>
Basic food prep including washing & cutting	<input type="checkbox"/>
Displays proper use of stove/oven	<input type="checkbox"/>
Display proper use of a dishwasher	<input type="checkbox"/>
Washes/Rinses Dishes by Hand (Not Applicable)	<input type="checkbox"/>

Dish Washing

Displays proper use of loading/unloading dishwasher	<input type="checkbox"/>
Knowledge of proper location of all kitchen dishes/equipment	<input type="checkbox"/>
Washes dishes and silverware by hand (Not Applicable)	<input type="checkbox"/>
Displays proper hand washing techniques of dishes/equipment (Not Applicable)	<input type="checkbox"/>

Planning and Nutrition

Knowledge of food groups	<input type="checkbox"/>
Understand the importance of nutritious food	<input type="checkbox"/>
Plan snacks and meals that include a healthy balance of food choices	<input type="checkbox"/>

House Keeping/Building Cleaning

Clean windows/mirrors (Non-porous)	<input type="checkbox"/>
Sweep floors	<input type="checkbox"/>
Operates a vacuum cleaner	<input type="checkbox"/>
Clean & wipe down tables & chairs	<input type="checkbox"/>
Maintain/Refill cleaning cart & supplies	<input type="checkbox"/>

Vending

Organize supplies	<input type="checkbox"/>
Maintain supplies	<input type="checkbox"/>
Unpack and stock machine supplies	<input type="checkbox"/>
Operate cash register	<input type="checkbox"/>
Good communication/customer service skills	<input type="checkbox"/>
Complete inventory and paperwork (Not Applicable)	<input type="checkbox"/>
Stock shelves & machine (Not Applicable)	<input type="checkbox"/>

Laundry

Count and sort by color and use	<input type="checkbox"/>
Deliver laundry to proper location	<input type="checkbox"/>
Operates a washer	<input type="checkbox"/>
Fold laundry	<input type="checkbox"/>
Sort and store laundry	<input type="checkbox"/>
Prepare load of laundry (Not Applicable)	<input type="checkbox"/>