



Course Syllabus

Program Administrator: Len Hoke

Office Hours: Mon – Fri 8:30am - 4:30pm

Phone: (520) 373-5720

Email: len.hoke@gapmin.com

Program Director: Matthew Clauer

Course Location: 1994 Weymouth St, Tucson, AZ

Schedule & Hours: Monday through Friday, 9:00 a.m. to 3:30 pm

Dress Code: Must wear GAP ID badge and closed toe shoes

Course Description:

This 10-week, 300 hour course will prepare you for employment placement opportunities in warehouses or other industries where the following skills are needed and valued. Forklift training and certification, CPR certification & First AID Training, Box Truck (Training and Driving), Basic Office Skills, Warehouse Set Up and Flow, Communication, Conflict Resolution, Advertising and Community Outreach. In addition, the course training will include materials on Social Networking, Life Principles, Financial Responsibilities, and Leadership Development.

Upon successfully completing the 10-week course you can expect the following:

Forklift certification, Box truck and 15 passenger van driving experience, CPR/First Aid Certification, and will have a strong understanding of how warehouses function, gaining knowledge through participation in leadership development, relationship principles and starting to build on the financial foundations taught. You will also qualify for job placement assistance.

Mon

Tue

Wed

Thu

Fri

Week 1 - General Knowledge

Objectives: At the end of the week students should have a basic understanding of how the community warehouse flows.

<p>Orientation and safety expectations General participation in the warehouse wherever needed.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following: 1. Customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon. 4. Unload the semi truck with the pallet jack</p>	<p>General participation in the warehouse wherever needed.</p>	<p>General participation in the warehouse wherever needed</p>	<p>General participation in the warehouse wherever needed Weekly Progress Review of each student</p>
--	---	--	---	--

Week 2 - Electric & Manual Pallet Jack Training / Front Desk Training

Objectives: At the end of the week students should be able to operate a manual pallet jack and have an understanding of how the front desk operates.

<p>General participation in the warehouse wherever needed. After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following: 1. Customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon. 4. Unload the semi truck with the pallet jack</p>	<p>Training on electric and manual pallet jack. Front desk check in training. After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Training on electric and manual pallet jack. Front desk check in training. Store check out desk.</p>	<p>Training on electric and manual pallet jack. Front desk check in training. Store check out desk. Weekly Progress Review of each student.</p>
---	---	--	--	--

Week 3 - Electric Pallet Jack, Forklift and Front Desk Check in and Store Desk Check Out.

Objectives: At the end of the week students should be able to operate an electric pallet jack and check customers in and out.

<p>General participation in the warehouse wherever needed.</p> <p>Call current and research new food partners</p> <p>After lunch is budget training, life skills till the students go home at 230pm.</p> <p>Have students go on MVD Now to get a 5 year MVD record.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following:</p> <ol style="list-style-type: none"> 1. Customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon 4. Unload the semi truck with the pallet jack. <p>After lunch is budget training, life skills till the students go home at 330pm</p>	<p>Training on electric and manual pallet jack.</p> <p>Front desk check in training.</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Training on electric and manual pallet jack.</p> <p>Front desk check in training.</p> <p>Store check out desk..</p>	<p>Training on electric and manual pallet jack.</p> <p>Front desk check in training.</p> <p>Store check out desk.</p> <p>Weekly Progress Review of each student.</p>
--	--	---	--	---

Week 4 - Forklift, 15 Passenger Van Training, Front Desk Check In and Store Check out

Objectives: At the end of the week students should be able to operate a forklift and have an understanding of 15 passenger vans.

<p>General participation in the warehouse wherever needed.</p> <p>Front desk check in training</p> <p>Store check out desk</p> <p>Call current and research new food partners</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following:</p> <ol style="list-style-type: none"> 1. customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon 4. Unload the semi truck with the pallet jack. <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>General participation in the warehouse wherever needed.</p> <p>Start 15 passenger van training</p> <ul style="list-style-type: none"> • pre trip inspection • general driving practices <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>General participation in the warehouse wherever needed.</p> <p>15 passenger van training pre trip inspection</p> <p>general driving practices</p> <p>Freeway, backing, fueling, turning radius. Students work on the forklift certification</p>	<p>General participation in the warehouse wherever needed.</p> <p>15 passenger van training pre trip inspection</p> <p>general driving practices</p> <p>Freeway, backing, fueling, turning radius.</p> <p>Students work on the forklift certification</p> <p>Weekly Progress Review of each student</p>
--	---	---	--	--

Week 5 - Passenger Van Training, General Warehouse Participation

Objectives: At the end of the week students should have completed half of their forklift certification class and operating 15 passenger vans.

<p>General participation in the warehouse wherever needed.</p> <p>Front desk check in training</p> <p>Store check out desk</p> <p>Call current and research new food partners.</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following:</p> <ol style="list-style-type: none"> 1.customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3.Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon 4. Unload the semi truck with the pallet jack. <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>General participation in the warehouse wherever needed.</p> <p>15 passenger van training pre trip inspection</p> <p>General driving practices</p> <p>Freeway, backing, fueling,turning radius.</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm</p>	<p>General participation in the warehouse wherever needed.</p> <p>15 passenger van training</p> <p>Pre trip inspection</p> <p>General driving practices</p> <p>Freeway, backing, fueling,turning radius.</p> <p>Students work on the forklift certification</p>	<p>General participation in the warehouse wherever needed.</p> <p>15 passenger van training</p> <p>Pre trip inspection</p> <p>General driving practices</p> <p>Freeway, backing, fueling,turning radius.</p> <p>Students work on the forklift certification</p> <p>Weekly Progress Review of each student</p>
---	---	---	---	--

Week 6 - Box truck driving, General Warehouse Participation, Forklift Certification Completion.

Objectives: At the end of the week students will have completed their forklift certification and have an understanding of box truck driving.

<p>General participation in the warehouse wherever needed.</p> <p>Front desk check in training</p> <p>Store check out desk</p> <p>Call current and research new food partners</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following:</p> <ol style="list-style-type: none"> 1.customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3.Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon 4. unload the semi truck with the fork lift <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Box truck pre-trip inspection and general safety.</p> <p>General driving practices.</p> <p>Freeway, backing, fueling,turning radius.</p> <p>Students work on the forklift certification</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm</p>	<p>Box truck pre-trip inspection and general safety.</p> <p>General driving practices.</p> <p>Freeway, backing, fueling,turning radius.</p> <p>Students work on the forklift certification</p>	<p>Students work on the forklift certification</p> <p>Weekly Progress Review of each student</p>
--	--	--	--	---

Week 7 - CPR Certification, Box Truck Driving, General Warehouse Participation

Objectives: At the end of the week students should have completed the 15 passenger van driver training and started working on their resume.

<p>Box truck driving General participation in the warehouse wherever needed. Front desk check in training Store check out desk Call current and research new food partners</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following: 1. customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon 4. Unload the semi truck with the fork lift. 5. Students will work on their resume.</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Box truck driving working on their resume</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm</p>	<p>CPR and First Aid training class General participation in the warehouse wherever needed.</p>	<p>Box truck driving working on their resume General participation in the warehouse wherever needed.</p> <p>Weekly Progress Review of each student</p>
---	---	--	---	---

Week 8 - Box Truck Driving Test for Class B Drivers License, Resume Preparation, Mock Interviews.

Objectives: At the end of the week students will be driving the box truck, completing resumes and starting to job search.

<p>General participation in the warehouse wherever needed. Front desk check in training Store check out desk Call current and research new food partners</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following: 1. Customer check in and registration. 2. Helping food partners to make decisions on what food they want and helping them load it into their cars. 3. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon 4. Unload the semi truck with the fork lift.</p>	<p>Participate in the daily running of the CWH</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Participate in the daily running of the CWH</p> <p>Looking for jobs and applying</p>	<p>Participate in the daily running of the CWH</p> <p>Looking for jobs and applying</p> <p>Weekly Progress Review of each student</p>
---	---	---	--	---

Week 9 - Job Search, Live Interviews, Graduation.

Objectives: At the end of the week students will be driving the box truck, applying for jobs and interviewing.

<p>General participation in the warehouse wherever needed.</p> <p>Front desk check in training</p> <p>Store check out desk</p> <p>Call current and research new food partners</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following:</p> <ol style="list-style-type: none"> customer check in and registration. Helping food partners to make decisions on what food they want and helping them load it into their cars. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon Unload the semi truck with the fork lift. <p>After lunch is budget training, life skills till the students go home at 3:30pm</p>	<p>Participate in the daily running of the CWH</p> <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>Participate in the daily running of the CWH</p> <p>Looking for jobs and interviewing</p>	<p>Participate in the daily running of the CWH</p> <p>Looking for jobs and interviewing</p> <p align="center">Weekly Progress Review of each student</p>
--	--	---	--	--

Week 10 - Job Search, Interviewing, Graduation.

Objectives: At the end of the week students will be driving the box truck, running the warehouse and interviewing for jobs.

<p>General participation in the warehouse wherever needed.</p> <p>Looking for jobs and interviewing</p>	<p>Large scale food distribution is every Tuesday. The students will be learning the following:</p> <ol style="list-style-type: none"> customer check in and registration. Helping food partners to make decisions on what food they want and helping them load it into their cars. Make sure the flow of people in and out of the building is going smoothly. 30 food partners show up between 9am and noon unload the semi truck with the pallet jack <p>After lunch is budget training, life skills till the students go home at 3:30pm.</p>	<p>General participation in the warehouse wherever needed.</p> <p>Looking for jobs and interviewing</p>	<p>General participation in the warehouse wherever needed.</p> <p>Looking for jobs and interviewing</p>	<p>Participate in the daily running of the CWH</p> <p align="center">Student Graduation</p>
--	--	--	--	--