



Submitted For
Approval: 08/06/2019
Effective: 8/7/2019

JOB TITLE:	YOUTH APPRENTICESHIP
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	YOUTH APPRENTICESHIP/JOB FAMILY 6. GRADE - VARIOUS
WORK YEAR:	0-6,000 HOURS (DEPENDS ON THE APPRENTICESHIP)
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8281
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

A continuation of the Youth Student Apprenticeship program employment opportunity for students that have graduated from high school and working towards a career through on-the-job training in addition to educational opportunities. Responsibilities will be in accordance to the specific Work Process Schedule assigned. Process schedules will vary dependent upon the specific Career Pathway occupation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cleans up area assigned daily including, but not limited to, sweeping, wiping, dusting, and other general light cleaning tasks

Makes inter-office deliveries and performs other messenger tasks as required

Uses, maintains, and stores assigned tools/equipment properly

Performs clerical functions as required by assignment

Maintains standard safety practices

Assumes responsibility for quality work and completion of all tasks assigned

Work as a team player

Moves, opens, empties, and disposes of boxes/cartons

Uses the Essential Skills learned and applies to the job/ apprenticeship

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the appropriate supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lightweights. The work requires activities involving being around moving machinery and exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

Must have been in a CTE pathway and have taken a minimum of three (3) CTE courses that relate to the apprenticeship/pathway

Demonstrated ability to participate as a part of a team

Graduated high school with a 2.0 GPA Minimum and 90% attendance at school. Must have shown prompt reporting to school while in the Youth Student Apprentice program and continue to be on time at work to be able to continue in the apprentice program

Must have completed a Kentucky approved Career Pathway as a student of a Kentucky school district

DESIRABLE QUALIFICATIONS

Valid Kentucky driver's license