

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

CUSTODIAL TRAINING COORDINATOR

QUALIFICATIONS:

- (1) High School Graduate
- (2) Computer Knowledge
- (3) Experience in using cleaning equipment
- (4) Experience in all cleaning areas
- (5) Knowledge of cleaning chemicals
- (6) 3 years experience in custodial work

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills in computers and operating knowledge of custodial equipment. Knowledge of cleaning chemicals and equipment. Knowledge on how to use equipment and how to clean all areas.

REPORTS TO:

Custodial Director/Assistant Custodial Supervisor

JOB GOAL

To help maintain a safe and clean environment for all students and staff in the district.

EVALUATED BY:

District Custodial Supervisor and Assistant District Custodial Supervisor.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Conduct training classes for cleaning.
- * (2) Monitor cleaning of schools.
- * (3) Assist training specialist.
- * (4) Train on supplies and equipment.
- * (5) Attend conferences on cleaning and training.
- * (6) Be able to work days or nights.
- * (7) Train all new employees.
- * (8) Give training to custodians that may be having trouble.
- * (9) Assist in inspections.
- * (10) Perform other incidental tasks consistent with the goals and objection of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

CUSTODIAL TRAINING SPECIALIST (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Flagler Schools Strategic Framework – Leadership Development

Approved 06/19/2018