

Job Description

Job Title: **Custodial Trainer**
 Job Family: **Custodial**
 Pay Program: **Classified**
 Prepared/Revised Date: **March 2025**

Job Code: **1108**
 FLSA Status: **Non-Exempt**
 Pay Range: **G21**
 Work Year: **12 months**

SUMMARY: Provide support, guidance, and training to the district-wide custodial program. The primary functions will focus on training, employee relations, and assisting with day-to-day issues, productivity concerns, and projects that affect the custodial department. Maintain and update a proactive training program which will include all areas of custodial responsibility including cleaning, maintenance, communication, customer service, and safety. Assist custodial manager with recruiting, hiring, scheduling, and managing substitute and floater custodians to provide buildings with additional help.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage, update, and maintain an on-going training program for the custodial department. Training program will include all areas of custodial responsibility including proper cleaning methods, supporting district-cleaning standards, safety; including aerial work platforms (lift) training, and computer/clerical training. Train head custodians to ensure they are trained on how to train their staff. Assist employees with career development and advancement to higher custodial positions. Respond and attend to situations requiring additional training. Coordinate and maintain training records on custodial employees.	W	15%
2. Act as a resource for custodial staff in covering tasks, including but not limited to, assisting with work orders, facilities modification request (FMR), and ordering supplies. Assist and provide guidance to staff with questions and/or concerns regarding general department functions, job duties, and any other questions that may arise.	D	15%
3. Assist various stakeholders with issues relating to building or department concerns, including visiting sites during and after school hours.	W	15%
4. Assist with the hiring process for custodial staff, including posting, interviewing, selecting, and coordinating with temporary agencies. Supervise, evaluate, mentor, discipline, and train custodial personnel. Coordinate workloads and schedules with site administrators and resolve conflicts. Represent the custodial department and maintain communication with district facilities and stakeholders.	D	15%
5. Assist with coordination of the custodial department and program including: review of equipment and supplies; vendor meetings and new product testing and evaluation; and the logistics and transportation of equipment.	M	15%
6. Assist with scheduling and training of substitute and floater custodians, including establishing and upholding performance standards. May be responsible for review, approval, and verification of reported time in district time and labor system. May prepare and analyze supplemental time sheets for events and incentive pay.	D	15%
7. Responds to after-hours emergencies and situations. Assist with snow removal coverage as needed.	W	5%
8. Performs custodial and other duties as needed or assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be 18 years of age.
- Specialized courses in safety training preferred.
- Five (5) years of experience in custodial related work.
- Three (3) years of supervisory experience. Supervision in the custodial field preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Aerial Lifts Instructor certification required or obtained within one (1) year of hire.
- Certified Playground Safety Institute (CPSI) Certification through the National Recreation Park Association (NRPA) required or obtained within one (1) year of entering position.
- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Ability to supervise and manage custodial staff.
- Knowledge of and experience with facility maintenance and custodial standards.
- Knowledge of operation and safety procedures for the following: Floor maintenance equipment for all floor types, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment such as tractors, snow blowers, weed eaters and mowers, and various lifts used at the District.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education Policies, District Policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Floor maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment, lifts, district vehicle with plow and lift gate.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Custodial and Outside Services	5087

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Custodial Substitutes	Varies	1106
	Custodian Floaters	Varies	1107
	Head Custodian, Elementary	Varies	060406
	Head Custodian, Middle	Varies	060407
	Head Custodian, K-8	Varies	060408

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain and order supplies, inventories, and equipment as related to training program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	