



Job Title: **Custodial Lead / Trainer**

Department: **Custodial Services**

Supervisor: **Custodial Services Coordinator**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs / 245 days**      Evaluation Group: **JCES 2**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Custodial Services Coordinator, the Custodial Lead/Trainer instructs full time custodial staff professional cleaning practices and procedures and the New Employee Orientation In-service program. Teaches all part time sweepers the Sweeper Training classes. Monitors proper cleaning practices at all District Facilities. Maintains and updates information from State and Federal regulations and works with Federal and State agencies (e.g., Board of Health, Risk Management, etc.). Continues education in all phases of custodial practices and keeps current with all related custodial products, training and technology. Recommends changes of training materials and products. Maintains supply and equipment inventory records for each building. Assists the Department of Human Resources and Custodial Coordinator with hiring, monitoring, promoting and career planning of District custodians. Assists in decisions with upgrading custodial supplies and equipment, and allocation of budgets.

## **ESSENTIAL FUNCTIONS**

- Instructs all custodial staff professional cleaning practices and procedures.
- Meets with principals to implement cleaning programs,
- Supervises the implementation of cleaning programs in all buildings.
- Works with the Custodial Coordinator in developing accurate staffing formulas.
- Evaluates school custodial needs at all district facilities.
- Monitors each school's progress, evaluates and/or makes necessary changes.
- Sets goals and establishes necessary training.
- Coordinates all data to be collected and calculated for monthly reports.
- Works with Federal and State agencies (e.g. Board of Health, Division of Risk Management).
- Keeps updated on policy and law changes and recommends curriculum changes, as needed.
- Monitors and maintains records on inventories and procedures.
- Assists the Department of Human Resources and director with hiring custodial staff, monitoring employee progress, and career planning.
- Assists director with updating custodial supplies and equipment, budgets and allocation of funds.
- On call at all times for District facilities emergencies.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a Swimming Pool and Spa Operation Certification or the willingness to become certified.
- Requires training in the Asbestos Awareness Training Program or the willingness to acquire training.
- Requires a willingness to continue with educational opportunities (e.g. in-services, research, seminars) to promote new innovations and improvements in custodial cleaning products and equipment.
- Must keep up-to-date on changes with Federal and State agencies (e.g. OSHA, Risk Management, Division of Air Quality and the Board of Health) in order to assure the District's compliance with these laws.
- Requires valid Utah Driver License and proof of insurance for personal vehicle.
- Requires six years previous job related work experience with demonstrated competence, including two years experience as middle school level head custodian or above.
- Must demonstrate competence in reading, writing, and basic math (e.g. fractions, decimals, percentages).
- Requires excellent communication and interpersonal skills.
- Ability to interact:
  - Daily with the Coordinator of Custodial Services, custodial personnel including head custodians, department secretaries.
  - Frequently with trainees.
  - Occasionally with executive director of Auxiliary Services, Human Resource Specialist, school principals and secretaries, and vendors.
  - Infrequently with student sweepers, other District personnel, outside agencies, and visitors from other school districts, universities and businesses.
- Required to teach in a classroom setting or large groups of District personnel and public interest groups.
- Requires ability to work under stress to meet deadlines, school openings, teaching and presentations.
- Requires knowledge in all areas for the custodial field (e.g. floor care, safety, grounds care, etc.).
- Requires a mechanical aptitude in plumbing, electrical, general repairs, the operating of heating, cooling and indoor air quality.

- Requires a basic knowledge of the New Employee Orientation, swimming pool safety, maintenance and health regulations, State and Federal regulations.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment
- Tools, equipment and machines specific to custodial services.
- Operates District or personal vehicle for occasional intradistrict or local travel.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- May be required to work in all weather conditions.
- Work is subject to occasional lifting (up to 100 pounds).
- Occasionally requires working with hazardous materials.
- Work is subject to occasional intradistrict and local travel in District or personal vehicle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020