



Job Title: **Custodial Trainer**

Department: **Facilities Services**

Supervisor: **Director of Facilities & Custodial Coordinator**

Lane Placement: **ESP Lane 11**

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

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the Director and Assistant Director of Facilities Services and Custodial Coordinator, the **Custodial Trainer** assists with the development and the maintaining of standards for custodial services within the District. The Custodial Trainer is responsible for the training of all full and part-time custodial personnel. Instructs full and part time custodial staff on proper cleaning practices and procedures and the Canyons Custodial Education Program. Teaches all part time sweepers the Sweeper Training classes. Monitors proper cleaning practices at all District Facilities. Participates and assists in developing and monitoring custodial budgets and supplies. The Trainer is responsible to investigate and develop methods to improve all aspects of custodial services and to perform regular scheduled cleaning audits at all District facilities.

## ESSENTIAL FUNCTIONS

- Instructs all custodial staff professional cleaning practices and procedures.
- Meets with principals to implement cleaning programs.
- Responsible for custodial/cleaning audits and inspections of all district facilities.
- Supervises the implementation of cleaning programs in all buildings.
- Works with the Director and Assistant Director of Facilities Services and 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 Director and Assistant Director of Facilities and Custodial Coordinator with hiring custodial staff, monitoring employee progress, and career planning.
- Requires office and field work.
- Incumbent is on-call 24/7 for emergencies.
- Required to attend all scheduled training and departmental meetings.
- 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.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background 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 minimum five years specific custodial job experience with two years in supervisory capacity with demonstrated competence. Must demonstrate competence in reading writing, math and computer skills.
- **A Utah State Building Contractors License (B-100), Associate Degree or higher in Facility Management or a related field or ISSA CIMS (Cleaning Industry Management Standard) is preferred.**
- Requires a Swimming Pool and Spa Operation Certification.
- Requires training in the Asbestos Awareness Training Program.
- 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, S.D.S safety procedures) in order to assure the District's compliance with these laws.
- Requires valid Utah Driver License and proof of insurance for personal vehicle.
- Requires a minimum five years specific custodial job experience with two years in supervisory capacity with demonstrated competence. Must be able to demonstrate competence in reading writing and math.
- Job requires excellent supervisory and organizational skills.
- Requires basic computer skills and Microsoft Office proficiency.
- Requires supervisory skills and the ability to write and communicate clearly.
- Requires excellent interpersonal and communication skills.
- Requires the ability to communicate clearly and professionally (e.g. training and providing instructions).
- 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.

- |   |
|---|
| <ul style="list-style-type: none"> <li>• 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.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• 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.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
|---|

**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 intra-district 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 50 pounds).
- Occasionally requires working with hazardous materials.
- Work is subject to occasional intra-district and local travel in District or personal vehicle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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: 6/8/2020