



For the future of every student

CLASS TITLE: CUSTODIAL TRAINER/COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Maintenance & Operations or designee, provide guidance and direction to night custodial crews; conduct routine site visits and provide ongoing support to night custodians and other Facilities Services staff; train and instruct custodial staff district-wide on appropriate cleaning methods, procedures and practices; work closely with the Facilities management team in providing input and guidance on custodial needs and operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide guidance and direction in support of the evening custodial operations. Visit facilities on a nightly basis to guide custodians, discuss procedures, products, equipment and other staff concerns. Assign duties, train, and provide work direction and guidance to designated personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures. Develop training plans wherever it may be needed

In coordination with the Director of Maintenance & Operations or designee, conduct on-site review of the custodial teams' effectiveness, efficiency and compliance with established policies, regulations, procedures and levels of service; provide feedback concerning employee performance.

Conduct routine site inspections with an attention to detail and implement consistent custodial practices; perform any appropriate remediation regarding implementing corrective and/or preventative measures.

Facilitate effective communication between custodians, site teams and the Facilities Services management team to ensure the smooth operations of custodial staff.

Plan, develop and execute a standardized custodial training program that will address all aspects of cleanliness, scheduling and equipment usage for custodial operations. Ensure established quality standards and best practices for custodial services are adhered to by conducting routine site visits. Observe and assess needs of custodial employees for periodic and on-going training; develop and present training for custodial staff in a variety of custodial activities.

Research innovative custodial methods, equipment and products and recommend for implementation those that would improve efficiency of employees or systems and maintain facilities.

Develop and provide training for custodial employees in Department standards and requirements of assuring District buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition and in the proper methods, techniques, materials, tools and equipment used in modern custodial work.

Check and test new and existing custodial products, equipment and supplies for use by custodial employees and make recommendations for replacement or improvement. Assist in monitoring the usage of custodial materials, supplies, and equipment; maintain various records related to work performed; meet schedules and timelines.

Work closely with the Facilities Services management team and site administrators regarding custodial activities and may assist in developing work schedules and planning during Summer, Fall, Winter and Spring Breaks. May coordinate substitutes to fill in for absences at sites throughout the district.

Compile data from a variety of sources in accordance with District, State and Federal guidelines and regulations in order to create appropriate communications, reports, correspondence and other written material. Maintain electronic and physical files and records.

Review requisitions, custodial supplies, and equipment to maintain operational inventory.

Attend department and district meetings. Assist in conducting department meetings with custodial staff.

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining District buildings in a safe, clean and orderly condition.
Appropriate safety precautions and procedures.
Proper lifting techniques.
Oral and written communication skills.
Applicable laws, codes, rules, regulations, policies and procedures.
Health and safety regulations and procedures.
Principles and practices of training methods
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.

ABILITY TO:

Develop and present appropriate training to custodial staff.
Review and assess work being performed with the goal of developing methods for improving efficiency and quality of work.
Inspect completed work for accuracy, completeness and compliance with established standards.
Train and provide work direction and guidance to assigned personnel.
Develop work schedules for regular cleaning and periodic projects.
Test new or existing equipment, supplies and materials and make recommendations for replacement or improvement.
Maintain buildings and adjacent grounds areas in a clean, orderly, safe and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Maintain records related to work performed.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

Operate computers and other office equipment.
Work independently with little direction.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and three years custodial maintenance experience. Experience must include one year experience working in a lead capacity or related leadership role.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.