

JOB DESCRIPTION - LEAD CUSTODIAN/CUSTODIAN TRAINER

General Summary:

The Lead Custodian/Custodian Trainer provides custodial services, facility coordination and training services to the district and reports to the Maintenance Department Building Manager/s, building Principal and Director of Buildings and Grounds.

Principal Duties and Responsibilities:

1. Assists and provides hands-on training to workers engaged in performing daily maintenance/cleaning of the facility, the grounds and the coverage and set-up of daily activities.
2. Works with Building Managers and Director of Buildings and Grounds to design, develop, coordinate and schedule the training and educational development programs for elementary and secondary custodians and lead custodians.
3. Assists in the development and establishment of standardized training methods to ensure consistency and continuity.
4. Consults with Building Managers, building Principals, supervisors and the training committee to identify ongoing training and educational needs.
5. Works with the Director of Buildings and Grounds in establishing a training budget and recommends related purchases.
6. Solicits articles of interest and promotes training opportunities as they become available.
7. Provides input on training goals and the performance of trainees in meeting these goals.
8. Performs the principal duties and responsibilities of an elementary or secondary lead custodian as defined in job description.
9. Performs all assigned duties in a manner which contributes to the safety and well being of the staff and buildings.
10. Performs training programs at alternate times (evenings, weekends, etc.) as necessary.
11. Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

1. High school diploma or GED required, college or trade school classes preferred.
2. Previous custodial experience in the district as an elementary lead or secondary lead custodian. Applicants with previous experience as both elementary lead and secondary lead custodian preferred.
3. Previous experience in training employees preferred.
4. Skills and ability to work with people of diversified backgrounds and capabilities including physical impairments and/or learning disabilities.
5. Proven ability to communicate and train employees.
6. The ability to read and apply documents such as handbook, Board Policy, contracts, safety rules, operating, and maintenance instructions and procedure manuals; write routine reports, work orders and correspondence; speak effectively before staff, students and employees.
7. The ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram or schedule form.
8. Present evidence of acceptable experience in custodial and maintenance (minor plumbing, electrical and filter replacement) work to carry out all assigned duties.
9. Ability to work with Building Manager to prioritize, address and resolve issues.
10. Work cooperatively with the preventive maintenance person to ensure that the established preventive maintenance program is maintained.
11. Ability to lift and/or move 50 pounds.
12. Be able to communicate effectively at a level of proficiency that permits quality job performance.
13. Possess good habits, character and attendance record.
14. Be neat in appearance.
15. Be capable and demonstrate the establishment and maintenance of harmonious, effective relationships with students, staff, supervisor and co-workers.
16. Upon request, present a certificate of good health signed by a licensed physician appointed by the school board verifying the physical ability to perform the job.
17. Possess a willingness to learn new job skills and techniques.