



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Custodial Night Trainer/Supervisor**
 Job Family: **Custodial**
 Prepared/Revised Date: **November 9, 2017**

FLSA Status: **Non-Exempt**
 Pay Range: **CS50H**
 Job Code: **60865**

SUMMARY: Responsible for training custodians on job duties and responsibilities, standards of operation, and proper procedures to ensure a clean and safe environment for students and staff. Instruct custodians on proper cleaning, sanitation, and minor maintenance techniques for district buildings and grounds. Assist in identifying training needs, maintain documentation of trainee performance, and continually develop department training program. Collaborate with area supervisors on site-based concerns and re-train custodians as needed.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Train new or existing night custodians on custodial duties, responsibilities, standards, and procedures to ensure a clean and safe environment for students and staff. Train on proper use, maintenance, and storage of custodial equipment, materials, and supplies. Train on building use expectations. Instruct custodians on how to monitor and inspect building facility for safety and cleanliness and how to report facility concerns through the proper routes of communication. Train custodians to secure facility by locking doors, windows, and setting alarms, and monitor building security throughout shift. Monitor trainee performance to ensure standards are met. Assist area supervisors with new custodian orientation.	D	40%
2. Supervise night custodial operations during the school year at 52 locations. Evaluate up to 12 night relief custodians. Respond to emergency building or personnel issues as needed and report back to area supervisors. Hours will vary on non-school days.	D	30%
3. Maintain regular communication with and assist area supervisors. Identify areas of concern with custodians and sites and report to area supervisors. Collaborate with area supervisors on direction and resolution for site-based concerns. Re-train current night custodians on specific areas of concern as directed by area supervisors.	D	10%
4. Demonstrate and coach on appropriate work habits and communication skills. Provide instruction on proper customer service and interaction with students, staff, visitors, and groups during and after regular school hours.	D	3%
5. Attend work and arrive in a timely manner.	D	1%
6. Implement and maintain a training program and standardized cleaning procedures for custodians. Maintain documentation on the training of custodians. Assess and document quality of trainee's work performance. Provide feedback directly to trainee and area supervisors.	W	5%
7. Coordinate and supervise special projects and carpet crew of up to 25 custodians during the summer. Train custodians on operating large custodial equipment for floor maintenance and restoration projects.	A	10%
8. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D.
- One to two years of experience in a supervisory or lead custodial position preferred.
- More than three years and up to and including five years of experience as a custodian required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Basic math skills
- Customer service skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of cleaning methods and cleaning products
- Ability to operate a computerized security system
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of all major custodial equipment
- Ability to perform minor equipment and building repairs
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Relief Custodians	Up to 12

- Responsible for training custodial employees; assist with directing work, appraising performance and resolving problems/complaints
- Required to carry and respond to cellphone during assigned shift; required to be in on-call rotation

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		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed				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	
Up 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



VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

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