



**Job Title:** Custodial Training Manager      **Wage/Hour Status:** Non-Exempt  
**Reports to:** Asst. Director of Custodial Operations      **Pay Grade:** Auxiliary 7  
**Dept. /School:** Maintenance      **Date Revised:** 3/20/2017

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**Primary Purpose:**

Assist the Assistant Director of Custodial Operations in directing, coordinating, and monitoring all custodial services for all district facilities in order to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds. Develop and monitor training programs for safety and leadership.

**Qualifications:**

**Education/Certification:**

Bachelor's degree  
Valid Texas driver's license, insurable by the district's insurance carrier  
Bi-lingual preferred

**Special Knowledge/Skills:**

Extensive knowledge of safety regulations  
Knowledge of routine custodial practices, methods, and services  
Knowledge of various types of custodial equipment, chemicals, and products used in cleaning maintenance  
Knowledge of leadership strategies and techniques  
Mathematical and mechanical aptitude  
Effective planning, organizational, communication, and interpersonal skills

**Experience:**

Supervisory position in custodial work  
Custodial safety, equipment, techniques, and products

**Major Responsibilities and Duties:**

**Training Manager:**

1. Create and lead training for the proper and safe use of equipment and chemicals.

2. Create and maintain a documentation system to verify all training for each custodian.
3. Correct any unsafe working conditions and report any conditions that are not correctable.
4. Train all staff in safety procedures and techniques to perform job duties including lifting, climbing, etc.
5. Work closely with zone supervisors to provide additional training as needed.

### **Custodial Management:**

6. Supervises day and evening custodians.
7. Works with principals and coordinators to solve custodial problems.
8. Delivers supplies as needed to custodians during the school year and summer months.
9. Supervises summer custodial crews.
10. Assist the manager with continuous appraisal and improvement of the custodial staff, evaluates job performance, trains, motivates, and disciplines custodial staff.
11. Delivers and picks up custodial equipment for repairs.
12. Instructs head custodians and custodians on the proper use of equipment and cleaning materials.
13. Works with principals to ensure quality services are provided.
14. Makes minor maintenance repairs as needed.
15. Demonstrates behavior that is professional, ethical and responsible.
16. Attends required staff development as assigned by administration and/or manager.
17. Maintains rules, regulations, and policies of the school district.
18. Performs other functions that may be assigned by administration and/or manager.

### **Safety:**

19. Follows instructions for proper and safe use of equipment and chemicals.
20. Operate tools and equipment according to established safety procedures.
21. Ensure that equipment is clean and in a safe operating condition.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to administrator/manager immediately.
24. Other duties as assigned.

### **Supervisory Responsibilities:**

Head custodians

### **Equipment Used:**

Custodial equipment to include but not limited to burnisher, floor scrubber, wet -dry vacuum, industrial cleaning supplies, carpet extractor, ladder, carpet dryer, auto-scrubber and trash compactor. Light truck or van. Personal computer and related software. Two way radios.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, pushing stooping, bending throughout the day and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to noise and electrical energy. Occasional lifting and carrying up to 50 pounds.

Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel to each campus, climbing in and out of vehicle approximately 15 to 20 times per day. Occasional prolonged or irregular hours.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*