

Wentzville R-IV School District
Position Description
Locator: 7.11

Position Title: Custodial Services Trainer
Reports To: Director of Custodial Services

SUMMARY

Provides training for all Custodial staff. The Custodial Trainer will also be responsible for minor equipment repairs, equipment training, chemical training and preventive maintenance on custodial equipment.

QUALIFICATION/REQUIREMENTS

The Custodial Services Trainer shall have a minimum of 6 years custodial services experience, preferably in a school setting. Must demonstrate a superior knowledge of all phases of custodial services and equipment, have and maintain a safe driving record for the duration of the assignment, possess the ability to communicate effectively with customers and employees, and have the ability to read and interpret documents, such as safety, operating and maintenance instructions, and manuals.

ESSENTIAL JOB DUTIES

- Performs training with all custodial staff.
- Assists with developing training programs for new employees, existing employees and substitutes.
- Works side by side with the Custodial Building Supervisor to understand the needs and expectations that are required to keep the building clean and safe.
- Retrain employees who are having performance issues.
- Performs quality control inspections bi-weekly for new custodial personnel in coordination with the Director of Custodial Services.
- Reports any employee problems to the Director of Custodial Services.
- Maintains a neat, clean personal appearance and sets a good example for the custodial staff.
- Assists in repairs of custodial equipment and performs preventative maintenance monthly on all district custodial equipment.
- Must attend equipment and cleaning training.
- Assists the Assistant Director on 2nd shift.
- Ability to interpret and understand of the Material Safety Data Sheets (MSDS).
- Assists schools when the Building Supervisor or employees are absent.
- Create documents and spreadsheets as necessary.

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OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Assistant Director/Director of Custodial Services, or the Executive Director of Facilities.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be in accordance with current pay plan and district policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with district policy on evaluation of support staff personnel.