



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Custodial Trainer
Payroll/Personnel Type:	12 Month (Non-Exempt)
Job #:	8893
Reports to:	Facility Manager
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Facility Manager or his/her designee, the Custodial Trainer provides support, guidance and training to the districts custodians. The primary function will focus on developing and implementing training programs for District-wide cleaning operations based on current industry cleaning standards. Maintain and update a proactive training program that will include all areas of custodial responsibility including but not limited to cleaning, maintenance, communication, customer service and safety. Assist facilities manager, zone manager with recruiting, hiring and scheduling substitute custodians.

Essential Functions:

- Plan, train, instruct, assign, inspect, supervise and prepare daily written work schedules for a staff of subordinate custodial personnel
- Instruct and monitor trainees in cleaning, plunging toilets, sweeping, mopping and scrubbing floors, stairways and hallways; dust, clean and polish furniture, equipment, fixtures, windowsills, railing, chalk rails and blackboard and dispose of trash
- Instruct and monitor trainees in moving and arranging furniture and replacing fluorescent light bulbs based on requirements or needs as identified
- Instruct and monitor trainees in the removal of snow from walkways to include, sidewalks, steps, and entrances; dispose of trash around school and other buildings
- Open and close the building by checking all doors, windows, and offices for security purposes
- Operate and maintain equipment such as scrubbing machine, wet/dry vacuum, and snow blower
- Inspect building and grounds for vandalism, fire and safety hazards and unsanitary conditions; submits repair requests
- Instruct and monitor trainees in cleaning windows inside and outside of building using a high stepladder and safety equipment, as required by regulations
- Requisition custodial supplies, prepares regular reports and maintains personnel time records, for trainees as needed
- Performs other duties or special projects as assigned

Knowledge, Skills, and Abilities:

- Ability to utilize the methods, materials and equipment ordinarily used in cleaning public buildings
- Ability to implement and apply necessary safety precautions involved in custodial work
- Ability to understand safety issues related to use of chemicals & understand use of Material safety Data Sheets (MSDS)
- Ability to plan, train, assigns and supervises staff of subordinate custodial personnel



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- Ability to establish and maintain effective working relationships with other custodial employees, faculty, students and general public
- Ability to maintain routine records and prepare reports

Experience:

- Requires a minimum of three years' experience in custodial/housekeeping or equivalent combination of training and experience with the St. Louis Public Schools
- Must have received and excellent evaluation for the past two years in both performance and attendance
- Outside applicants must possess a total of three years' experience as a Lead custodian or five years' experience in a custodial position with the knowledge of cleaning procedures and equipment operations

Education:

- High school education or equivalent
- OSHA 10, MSD (material data) training, CPR training, and fire extinguisher training. If not; must be willing to complete the required training within the first ninety working days of holding the position

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Subject to both, inside and outside conditions

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.