



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Custodial Training Coordinator

F.L.S.A. Non Exempt

QUALIFICATIONS: High School diploma or G.E.D. Five years training or custodial experience preferred. Possess the physical ability to perform the essential job functions such as lifting and shoveling snow, work outside in inclement weather, listen to and follow directions, exhibit good communication skills, maintain positive relationships and a professional appearance, use basic office technology such as email, internet, and computer. Must possess a valid driver's license.

REPORTS TO: Custodial Supervisor

ESSENTIAL JOB FUNCTIONS:

1. Assist in orientation of new custodial employees. Provide initial training, follow up, and re-training as needed.
2. Maintain and update Custodial Training Manual
3. Complete run checks at conclusion of training period. Provide 90 day evaluation in cooperation with Head Custodian.
4. Assist Head Custodian and Custodial Supervisor with yearly run checks and annual performance evaluations.
5. Read and communicate to district staff using email on a regular basis.
6. Strive constantly to promote the safety, health, and comfort of the students and employees.
7. Serve as a back-up or substitute for Custodial Supervisor, Head Custodian, Assistant Head Custodian, or Custodian when needed.
8. Assist in evaluation of custodial products and equipment.
9. Assist in preparation of work order requests for building repairs and maintenance using the district's online work order system.
10. Must be able to go up and down stairs frequently as well as regular bending and standing as needed in a daily shift.

11. Assist in the organization of summer cleaning, such as washing desks and chairs, washing down walls, stripping and waxing floors, as well as any other special duties assigned.
12. Assist in snow removal as needed, including shoveling snow from steps and sidewalks and applying ice melt when appropriate.

ADDITIONAL RESPONSIBILITIES:

1. Understand and communicate, both verbally and in writing, using the English language to staff, students, and patrons of the district.
2. Maintain a positive demeanor.
3. Demonstrate exemplary customer service skills.
4. Maintain a professional relationship with staff, students, and patrons.
5. Attend meetings as scheduled by supervisors and District Administrators.
6. Complete requested paperwork, electronic forms, surveys, or training as requested.