



## **JOB TITLE: CUSTODIAN TRAINER**

Classification: Classified  
Salary Range: 24

Retirement Type: PERS\*  
Board Approved: January 22, 2019

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Custodian Trainer develops and implements training programs for District-wide cleaning operations based on current industry standards; assesses existing cleaning methods and delivers customized trainings individually or in groups for custodial employees; maintains custodial equipment and supplies and recommends replacements as needed.

### **REPRESENTATIVE DUTIES:**

Develops and implements custodial training programs that address District needs and regulatory requirements. Establishes documents and communicates standards, guidelines, and procedures in current and proper cleaning methods, techniques, materials, tools, and equipment to clean floors, carpets, furniture, walls, fixtures, etc. Provides individual guidance as needed.

Conducts field audits to ensure consistency and compliance with cleaning operations. Assess District buildings and facilities to ensure they are maintained in a clean, orderly, safe and secure condition. Documents results and recommends corrective action where non-compliance is found. Follows-up with custodial supervisors and leads as required.

Assesses existing cleaning operations for adequacy and regulatory compliance. Recommends enhancements or modifications for improving efficiency and quality of cleaning services, as needed. Trains custodial supervisors to train their direct reports on the most current custodial best practices and keeps custodial supervisors up-to-date on existing and pending safety and health regulations related to cleaning methods, techniques, materials, tools, and equipment.

Evaluates cleaning methods and safety techniques demonstrated by custodial staff. Collaborates with custodial supervisors and recommends periodic and/or on-going training for custodial staff as needed. Recommends to supervisors cleaning methods that maintain health and safety standards in line with state and federal regulations and District policies. Observes if proper lifting techniques are being executed by staff. Develops customized training programs to implement changes and recommend proper safety precautions and procedures.

Develops and maintains reference guides that document the proper methods of storing equipment, materials and supplies; the proper use of cleaning materials and equipment; and the proper operation and maintenance of a variety of cleaning equipment.

Maintains awareness and knowledge of the latest industry trends, changes, standards, and best practices for cleaning operations on a college campus. Ensures that design of training programs reflect the most recent standards and regulations. Prepares programs for future regulatory compliance, as necessary.

Researches, develops, and delivers specialized training programs on specific topics such as green and sustainable custodian practices, proper usage of green products, Asbestos Hazard Emergency Response Act (AHERA) training, and other programs as needed.

Maintains and monitors custodial equipment, materials, and supplies. Recommends replacements as needed. Ensures equipment is in proper working order. Prepares reports, as requested or required.

Performs general maintenance and custodial duties as requested.

Performs other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

High school diploma or equivalent. Three years of custodial training experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Current standards and best practices for cleaning operations.

Current cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Proper lifting techniques.

Applicable laws, codes, rules, regulations, policies and procedures.

Health and safety regulations and procedures.

Principles, practices and methods of training.

Operation of a computer and assigned software.

Record keeping and report preparation techniques.

#### Abilities/Skills:

Oral and written communication skills.

Interpersonal skills using tact, patience and courteousness.

Develop and maintain training materials.

Review and assess work being performed with the goal of developing methods for improving efficiency and quality of work.

Move and arrange furniture and equipment.

Observe and report safety hazards needing maintenance and/or repair.

Plan and organize work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationship with others.

#### Licenses or Other Requirements:

Valid California driver's license.

**WORKING CONDITIONS:**

Carry and lift heavy objects.

Extreme fluctuations between indoor and outdoor temperatures.

Use of arms, legs and back to regularly push, pull, carry or lift objects up to 75 lbs.

Dexterity of hands and fingers to operate power cleaning equipment.

Stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneeling and crouching.

Climbing ladders.

Exposure to cleaning agents and chemicals.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

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Abilities/Skills:

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