

SOUTH SIOUX CITY COMMUNITY SCHOOLS

DISTRICT CUSTODIAL TRAINER

Reports to: Building and Grounds Coordinator
Classification: Classified
FLSA Status: Non Exempt
Terms of Employment: 12 month according to Board Policy
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB REQUIREMENTS

- Job requires being pleasant with others on the job and displaying a good-natured cooperative attitude.
- Job requires being reliable, responsible and dependable.
- Job requires being honest and ethical.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires developing one's own way of doing things, guiding oneself with little or no supervision and depending on oneself to complete duties as assigned.
- Job requires a willingness to take on responsibilities and challenges.

WORKING CONDITIONS

- Inside and outside
- Exposure to varying temperatures and weather conditions
- Exposure to chemicals and solvents
- Direct contact with public, students, and other District staff
- Travel to various sites driving a District or personal vehicle

PERFORMANCE RESPONSIBILITIES

- Work closely with the Buildings and Grounds Coordinator to assess custodial personnel requirements.
- Work closely with the Buildings and Grounds Coordinator and custodians to implement and enforce safety protocols to ensure compliance with regulations and standards.
- Work closely with the Buildings and Grounds Coordinator, custodians and principals to develop, implement and monitor cleaning schedules, checklists, custodial workloads and responsibility charts.
- Work closely with the Building and Grounds Coordinator to develop, maintain and monitor a standardized district custodial chemical list.
- Work closely with the Buildings and Grounds Coordinator to develop and implement a professional learning and training plan for custodians.
- Work closely with the Buildings and Grounds Coordinator to develop and maintain building and district safety data sheets.
- Work closely with the Buildings and Grounds Coordinator to perform regular inspections of custodial work to ensure quality standards are being met.
- Work closely with the Buildings and Grounds Coordinator and custodians to monitor and maintain an inventory of custodial supplies and equipment.
- Work closely with the Buildings and Grounds Coordinator to provide guidance and support for custodial staff, including coaching and mentoring opportunities.
- Work closely with the Buildings and Grounds Coordinator to schedule routine maintenance for custodial equipment to ensure optimal performance.
- Work closely with the Buildings and Grounds Coordinator to evaluate existing cleaning methods and implement new approaches to improve effectiveness and efficiency.
- Work closely with the Buildings and Grounds Coordinator and custodians to coordinate custodial coverage for special events and activities.
- Participate in professional development opportunities to stay current on trends and best practices.
- Perform duties of building custodians and or lead custodians on a substitute/float basis as needed.
- Respond promptly to requests and emergencies to ensure a safe and functional environment for students and staff.

- Develop and maintain a positive, professional rapport with students and parents and co-workers.
- Adhere to the code of ethics of the District for non-certificated staff. The Custodian must serve as a positive role model for staff and students.
- Perform other tasks or duties as assigned by the Superintendent, Principal, or other supervisors.

EDUCATION AND/OR EXPERIENCE

- High school degree or GED.
- Custodial and maintenance experience preferred.
- Must maintain at all times during employment an unrestricted motor vehicle operator’s license and a satisfactory driving record that meets requirements of Board policy.

REQUIRED KNOWLEDGE AND SKILLS

- Regular , dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

| Physical Requirements Custodian | E Item is not a requirement of the job N | E Occasional -- up to 33% of time N | E Occasional/Essential -- up to 33% of time, absolutely essential to the job E | E Frequent -- between 34% - 66% E | E Continuous -- over 66% of time E |
|--|---|--|--|--|---|
| E E = Essential NE = Non-Essential | | | | | |
| Stamina | | | | | |
| 1. Sitting | | | | X | |
| 2. Walking | | | | X | |
| 3. Standing | | X | | | |
| 4. Sprinting/Running | | X | | | |
| Flexibility | | | | | |
| 5. Bending or twisting at the neck more than the average person | | | X | | |
| 6. Bending or twisting at the trunk more than the average person | | | X | | |
| 7. Squatting/Stooping/Kneeling | | | X | | |
| 8. Reaching above the head | | | X | | |
| 9. Reaching forward | | | X | | |
| 10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.) | | | X | | |
| Activities | | | | | |
| 11. Climbing (on ladders, into large trucks/vehicles, etc.) | | | X | | |
| 12. Hand/grip strength | | | X | | |
| 13. Driving on the job | | | | X | |
| 14. Typing non-stop | | X | | | |
| Use of Arms and Hands | | | | | |
| 15. Manual dexterity (using a wrench or screwing a lid on a jar) | | | X | | |
| 16. Finger dexterity (typing or putting a nut on a bolt) | | | X | | |
| Lifting Requirements | | | | | |
| 17. Lifting up to 10 pounds (Mark all that apply) | | | | | |
| Floor to waist | | | | X | |
| Waist to shoulder | | | | X | |
| Shoulder to overhead | | X | | | |
| 18. Lifting 11 to 25 pounds (Mark all that apply) | | | | | |
| Floor to waist | | | | X | |
| Waist to shoulder | | | | X | |

| | | | | | |
|---|--|---|---|--|--|
| Shoulder to overhead | | X | | | |
| 19. Lifting 26 to 50 pounds (Mark all that apply) | | | | | |
| Floor to waist | | | X | | |
| Waist to shoulder | | | X | | |
| Shoulder to overhead | | X | | | |
| 20. Lifting 51 to 75 pounds (Mark all that apply) | | | | | |
| Floor to waist | | | X | | |
| Waist to shoulder | | | X | | |
| Shoulder to overhead | | X | | | |
| 21. Lifting 76 plus pounds (Mark all that apply) | | | | | |
| Floor to waist | | | X | | |
| Waist to shoulder | | X | | | |
| Shoulder to overhead | | X | | | |
| 22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads? | | X | | | |
| Pushing/Pulling | | | | | |
| 23. 25 to 50 pounds | | | X | | |
| 24. 51 to 75 pounds | | | X | | |
| 25. 76 to 90 pounds | | X | | | |
| 26. Over 90 pounds | | X | | | |
| Carrying | | | | | |
| 27. 10 to 25 pounds | | | X | | |
| 28. 26 to 50 pounds | | | X | | |
| 29. 51 to 75 pounds | | X | | | |
| 30. 76 to 90 pounds | | X | | | |
| 31. Over 90 pounds | | X | | | |