



Job Title: Custodial Services SR Manager Lead Trainer Exemption Status: Exempt

Reports to: Director of Custodial Services

Date Revised: June 2024

Dept./School: Facilities and Maintenance

Pay Grade: 107

Primary Purpose:

Responsible for overseeing the district's custodial operations, ensuring high safety, cleanliness, and efficiency standards. This role involves managing daily administrative and operational tasks, strategic planning, budget monitoring, employee training, onboarding, safety, quality control, and assurance, managing the department website, conducting physical and online training, publishing a monthly newsletter, Training strategies on employee performance evaluations and write-ups, and maintaining standard operating procedures, all in compliance with ISSA and APPA cleaning standards.

Education:

Qualifications/Certification:

- Bachelor's degree in a related field with a minimum of five (5) years of experience in custodial services management **OR**
- High School diploma or equivalent with a minimum of ten (10) years of custodial services management experience
- Clear and valid Texas Driver's License

Experience:

- Minimum of five (5) years of experience in custodial services management with a Bachelor's degree **OR**
- Minimum of ten (10) years of experience in custodial services management with a High School diploma or equivalent
- Minimum of five (5) years of supervisory experience

Special Knowledge/Skills:

- Demonstrated ability to read, interpret, and train employees on documentation such as safety procedures, operating maintenance instructions, and procedure manuals
- Ability to operate cleaning equipment and lift heavy equipment
- Strong interpersonal and communication skills; adaptability and resourcefulness
- Computer proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to evaluate and critique employees and handle personnel issues
- Capable of working flexible hours, including nights and weekends
- Bilingual in Spanish, preferred
- Capable of speaking to large groups on custodial topics and creating PowerPoint presentations for training
- Ability to operate a District vehicle



Major Responsibilities and Duties:

Training and Onboarding:

1. Train new custodial employees in proper techniques associated with the District's Custodial Operations Program, incorporating ISSA cleaning times and standards.
2. Train new custodial employees to use approved chemicals and proportioning systems.
3. Provide instruction on Safety and Data Sheets (SDS) for each chemical.
4. Emphasize workplace safety and approved working methods.
5. Instruct and demonstrate proper use and maintenance of all custodial equipment.
6. Project the need for additional training at each facility managed by the District.
7. Coordinate and schedule all custodian and maintenance employee certification classes.
8. Provide orientation for all new custodial employees.
9. Respond to emergencies on weekends or holidays as needed.
10. Conduct physical and online training sessions.

Safety:

11. Maintain safety standards in accordance with federal, state, district, and insurance regulations.
12. Train technicians on the proper and safe use of equipment and chemicals.
13. Ensure established safety procedures are followed, including lifting and climbing.
14. Correct unsafe conditions in the work area and promptly report any non-correctable conditions to the supervisor.
15. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment:

16. Evaluate and recommend custodial supplies and equipment.
17. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment.
18. Ensure maintenance is completed and equipment is in safe operating condition.
19. Recommend replacement of existing equipment when necessary.
20. Conduct regular inventory of physical equipment and supplies and maintain accurate records.
21. Order tools, equipment, and supplies as needed.
22. Communicate budget and inventory needs to the immediate supervisor.

Administrative and Operational Management:

23. Manage daily administrative and operational tasks associated with the custodial department.
24. Develop plans to optimize the utilization of staff and supplies, adhering to ISSA cleaning times and standards.
25. Attend meetings with principals alongside the Assistant Director to evaluate the cleaning program for each campus.
26. Develop a summer cleaning program for all schools.
27. Assist with interviewing and hiring staff.
28. Handle personnel issues and problems.
29. Conduct quality inspections and site visits to ensure compliance with APPA cleaning standards and levels.
30. Modify cleaning schedules as needed to meet district goals and maintain high standards of cleanliness and safety.
31. Manage the department website.
32. Publish a monthly newsletter.
33. Employee Performance and Evaluations:
34. Conduct employee performance evaluations and write-ups.
35. Maintain standard operating procedures.

**Budget and Reporting:**

- 36. Assist in the preparation of the department budget.
- 37. Compile, maintain, and file all required reports, records, and documents, including payroll reporting (time cards, tardiness, and absenteeism).

Other:

- 38. Maintain a professional appearance at all times.
- 39. Ensure regular attendance and punctuality.
- 40. Perform all duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment, may use small hand tools and power tools; light truck or van.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Repetitive hand motions; frequent keyboarding and use of a mouse; regular walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; everyday driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over).

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____