Trainer, Custodial Services

Job Code 00007309

General Description
Responsible for assisting in the planning, organizing, development, implementation and evaluation of the custodial training program.

Examples of Duties
Develop, update, and deliver training program for custodial staff. Coordinate annual training program to include external speakers. Maintain training documentation. Develop a monthly and annual training calendar. Plan, organize, direct, and evaluate activities of custodians in specified areas of the university. Participate in hiring process for custodial staff. Coordinate training program with campus wide training efforts. Maintain and administer uniform inventory. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Team work and quality principles; employer’s procedures and policies; training program design and development; characteristics of and techniques for using custodial equipment and clean procedure; safety standards; computer usage. Skill in: Preparing statistical information, training manuals, calendars, etc.; working as a team member; implementing solutions; interacting courteously with others; effectively direct the work of others to motivate output; prioritizing workload; identifying employee needs. Ability to: Interpret and apply technical manuals, policies and procedures; perform basic math; explain technical materials to lay persons.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012