THOMPSON SCHOOL DISTRICT
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL
JOB DESCRIPTION

Job Title:	**Coordinator – Custodial Trainer**
Prepared Date:	July 2026
Work Year:	260 days (night schedule)
Department:	Facility Services
Reports To:	Manager - Custodial
Salary:	APT Salary Schedule B - Range 5 • The starting salary for Range 4 is $68,592 - $99,324 • The final salary is determined based on relevant experience

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at tsd.org to learn more.

SUMMARY:

Responsible for planning, development and execution of a standardized custodial training program that will address all aspects of cleanliness, scheduling and equipment usage for custodial operations. Ensures established quality standards and best practices for custodial services are adhered to by on site direct weekly observations. Develop and promote positive relationships with school staff and custodial teams. Assist with identifying staff training requirements; provide technical guidance and direction to custodial team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide support and direction to building custodians and other assigned staff.
  - Support Lead Custodians with employee training
  - Perform training programs at alternate times (evenings, weekends, etc.) as necessary to support hours worked by custodial team members
  - Perform building cleanliness inspections. Create a program that will support continuous improvement raising the cleanliness baseline through consistent, effective and efficient labor practices and equipment usage.
  - Schedule custodial projects (example: carpet cleaning, summer projects, community work forces, church groups, volunteer work program etc.)
  - Complete work order requests as assigned
  - Assist and coordinate activities related to school specific emergencies with Lead Custodian (example: broken water pipes, floods, fires, gas leaks, sewer pipe leaks, glycol leaks etc.)
  - Ensure all school custodial chemical and equipment inventories are completed and submitted
  - Conduct periodic inspections that prepare sites for health department inspections

- Supervise the Custodial Substitutes and coordinate substitutes to fill in for absences at sites throughout the district. Provide support and direction to establish and update the Custodial Substitute pool; includes assisting with the hiring, training and assignment of staff. This position on occasion may need to fill in for Lead Custodian absences.

- Assist the Custodial Services Manager with development and implementation of Equipment Standards, Cleaning Standards, Supply/Product Standards, and In-service training. Provide training, coaching and mentoring for custodial staff related to budgets, scheduling, computer usage, work order data entry, purchasing requests, capital project requests, etc.
- Attend department and district meetings. Assist in conducting department meetings with custodial staff.
- Document staff performance and complete annual evaluations of custodial staff. Coach employees for success.
- Perform other duties as assigned

JOB QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:
- Human relations skills
- Demonstrate leadership and organization skills
- Basic math, writing, communication, computer and accounting skills.
- Operating knowledge of work order and inventory software, time clock system, MS Word, and Excel required within 1 month of entering position.
- Operating knowledge in the care and use of custodial cleaning equipment, air and electric man lifts, low/high speed buffers, carpet extractors, riding lawn tractors (for mowing and snow removal), hand held grounds equipment, weed eaters and blowers.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds; willingness to contribute to cultural diversity for educational enrichment and the ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong communication skills (written and spoken) including the ability to use e-mail, voicemail, and other technical applications.

SUPERVISION/TECHNICAL RESPONSIBILITY:
- Directly supervises: Custodial Substitutes, Lead Custodians and Night/Day Custodians; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and employee evaluations.
- This position is responsible for assisting with the hiring process. In addition, this position is responsible to assist with both budget development and accountability.

EDUCATION AND TRAINING:
- High school diploma or equivalent, plus post-secondary courses equivalent to one year of college in supervision/management training and effective communication, or equivalent combination of education and experience.
- Specialized technical courses or certifications related to custodial services, physical plant asset protection, supervision and conflict/problem solving.

EXPERIENCE:
- Minimum of three years experience in supervisory/management experience and custodial maintenance.
- Experience with scheduling and manpower deployment.
- Bilingual in Spanish highly preferred.

CERTIFICATES, LICENSES & REGISTRATIONS:

- Must be Man Lift Operator certified and Trainer certified within six (6) months of entering position.
- Valid Colorado Driver's license.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

WORK ENVIRONMENT:
While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles; outdoor weather conditions; wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. Candidates are regularly required to speak and listen. The employee frequently is required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

MENTAL FUNCTIONS
While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills and negotiate. Frequently required to compare and analyze. Occasionally required to copy, compute and compile.

EQUAL EMPLOYMENT OPPORTUNITY:
Thompson School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.