



CUSTODIAL TRAINING PROCEDURE (PRD-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of the district's custodial operations training.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Custodial Operations Foreman

3.0 APPROVAL AUTHORITY:

- 3.1 Professional Development Coordinator

4.0 DEFINITIONS:

- 4.1 Level I Trainer: Custodial Operations Foreman or designated Lead Custodian who provides safety brief (Custodial Training Safety Requirements), basic, remedial and new custodial skills training to custodial trainees and who verifies performance of these tasks to the appropriate standard.
- 4.2 Level II Trainer: Designated Lead Custodian who provides safety brief (Custodial Training Safety Requirements) advanced, cyclical, remedial and new custodial skills training to custodial trainees and who verifies performance of these tasks to the appropriate standard.
- 4.3 Trainee: Custodial staff (new employee, float or regular staff) receiving basic, advanced, cyclical, new or remedial skills training as indicated by employment situation, job requirements or training needs.
- 4.4 Basic Custodial Skills: Includes those skills necessary for a Custodian to begin performing daily tasks at respective job site(s).
- 4.5 Advanced Custodial Skills: Includes those skills necessary for a Custodian to perform job functions that are specific to the work site and related equipment.
- 4.6 Cyclical Custodial Skills: Includes those skills necessary for a Custodian to perform job functions that are specific to a particular season or maintenance rotation (i.e., rewaxing gym floors during the summer).
- 4.7 New Custodial Skills: Includes those skills that are not considered basic, advanced or cyclical yet the need may arise for training due to changes in equipment or safety requirements or in response to related-safety trends.
- 4.8 Remedial Custodial Training: Includes any of the above listed skills that the Level I or Level II Trainer determines that the Custodian is not performing to standard which requires additional training for skill development.
- 4.9 Annual In-Service Refresher Training: Includes training provided to all Custodial Staff at or prior to beginning Summer Operations.
- 4.10 Float Custodian: Custodial personnel not assigned to a specific school on a full time basis but are assigned to different schools as needed due to manpower shortages or workload.

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5.0 PROCEDURE:

- 5.1 Custodial Operations Foreman receives via e-mail new employee's start date.
- 5.2 The Custodial Operations Foreman schedules Level I training to begin as soon as practicable after the employee has in-processed through Human Resources.
 - 5.2.1 Level I basic skills training is conducted in two, eight-hour shifts with no more than two trainees at a time. Training consists of all Level I basic skills as detailed in the Custodial Training Record and is completed PRIOR to the custodian beginning their on-site duties.
 - 5.2.2 Level I training is conducted by the Custodial Operations Foreman, at a pre-determined centralized training location. In the absence of the Custodial Operations Foreman, a Lead Custodian, as identified by the Maintenance Manager or his designee, conducts Level I the training.
 - 5.2.3 The Level I trainer reviews job-related safety requirements and demonstrates Level I basic skills to the new hire, answering questions to check for understanding, prior to the trainee performing, and being evaluated on their performance of these tasks.
 - 5.2.4 The trainee performs Level I tasks, and the Level I trainer evaluates the trainees performance to determine whether any remedial training needs to take place.
 - 5.2.4.1 Level I trainer provides remedial training until the trainee is able to perform the task satisfactorily or the Level I trainer determines the individual cannot perform Level I tasks to the appropriate standard.
 - 5.2.5 The Level I trainer will:
 - 5.2.5.1 for satisfactory completion of training, initial the tasks on the Custodial Training Record, ensuring both the trainer and the trainee sign the document to indicate the trainee is able to perform these tasks to the appropriate standard.
 - 5.2.5.2 for unsatisfactory completion of training, indicate on the training record that the individual was unable to perform the tasks to the appropriate standard, ensuring both the trainer and training sign the form, and direct the trainee report to Human Resources to be released from employment (ref. HUM-F052).
- 5.3 Trainee reports to respective job site, providing Custodial Training Record with Level I training completed to Lead Custodian.
- 5.4 The Lead Custodian trains the newly hired custodians on Level II advanced skills training as soon as practicable upon assignment to respective job site.
 - 5.4.1 The Lead Custodian (Level II trainer) reviews site-specific, job-related safety requirements and demonstrates Level II advanced skills to the new hire, answering questions to check for understanding, prior to the trainee performing, and being evaluated on their performance of these tasks.



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- 5.4.2 The trainee performs Level II tasks, and the Level II trainer evaluates the trainees' performance to determine whether any remedial training needs to take place.
 - 5.4.2.1 Level II trainer provides remedial training until the trainee is able to perform the task satisfactorily, when necessary.
- 5.4.3 The Level II trainer initials the tasks on the Custodial Training Record, and both the trainer and the trainee sign the document to indicate the trainee is able to perform these tasks to the appropriate standard when the trainee has performed the tasks to the appropriate standard.
- 5.4.4 When cyclical training can be conducted, the Level II trainer reviews site-specific, job-related safety requirements and demonstrates the remaining Level II advanced skills to the trainee, answering questions to check for understanding, prior to the trainee performing and being evaluated on their performance of cyclical Level II tasks. Steps 5.2.2 through 5.2.4 apply to cyclical training tasks.
- 5.5 The Custodial Operations Foreman, in conjunction with Lead Custodians and the district's Safety/Risk Management Officer:
 - 5.5.1 Conducts annual in-service refresher training for all custodial staff prior to or during summer operations, and
 - 5.5.2 Ensures appropriate training is provided in a timely manner as needs related to changes in equipment or safety requirements or in response to related-safety trends are identified.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Condition of Employment/Custodial Operations ([HUM-F052](#))
- 6.2 Custodial Training Record ([PRD-F008, Page 1](#))([PRD-F008, Page 2](#))
- 6.3 Custodial Training Safety Requirements (Attachment A)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Custodial Training Record (Regular Staff)	Lead Custodian Files	Duration of Employment	Transfer to HR File Upon Termination	Secure Location
Custodial Training Record (Float Staff)	Individual Maintains	Duration of Float Employment	Transfer to Lead Custodian Upon Change of Status to Regular Staff	Secure Location

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/22/07		Initial Release (effective March 1, 2007)



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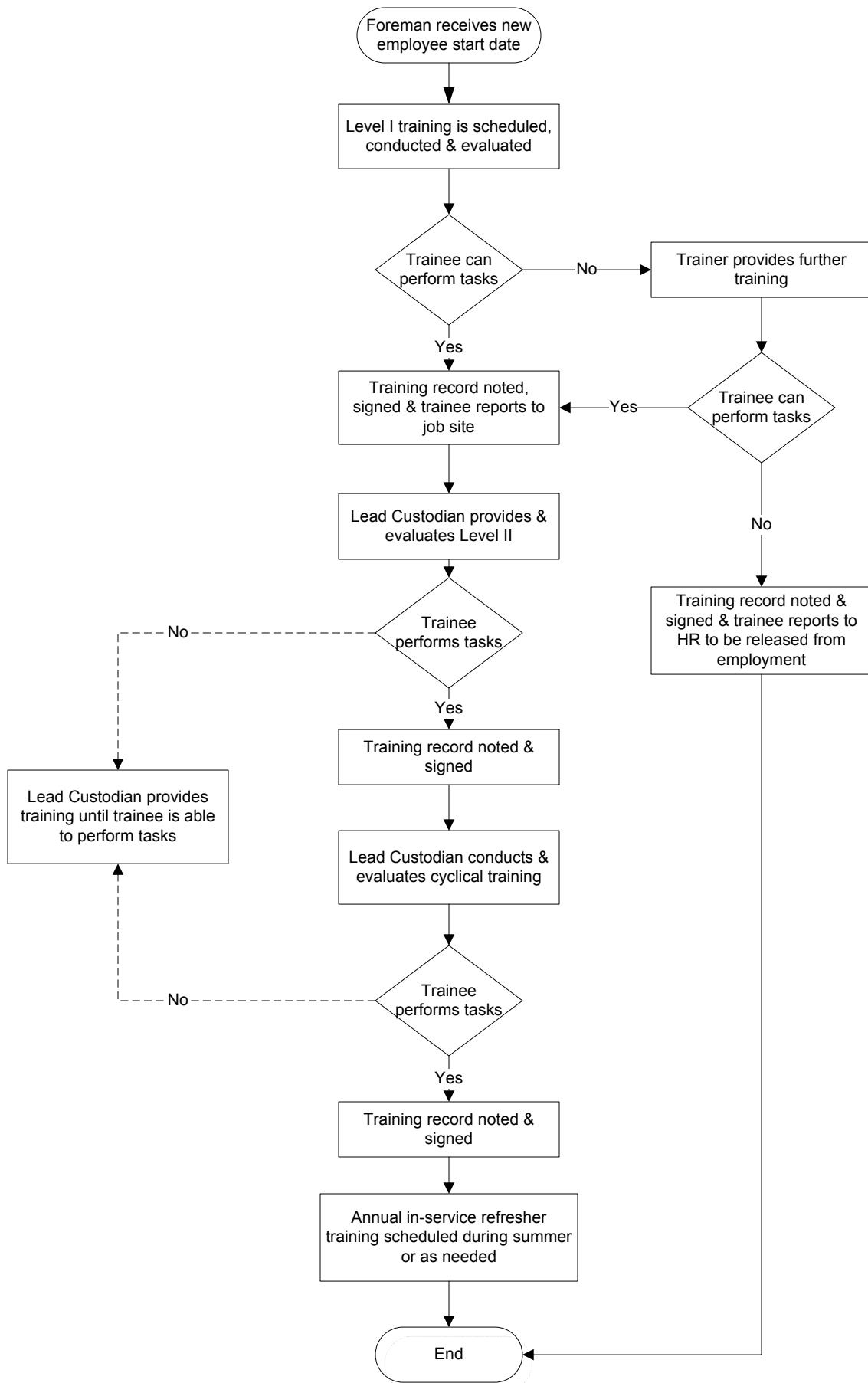
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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

Custodial Training Flowchart





CUSTODIAL TRAINING SAFETY REQUIREMENTS

- Inspect fire extinguishers monthly. Date and initial the tag on the outside of the fire extinguisher.
- Ensure that the custodial closets remain locked at all times.
- Ensure items are not placed in front of breaker boxes and other mechanical equipment in the custodial/maintenance closets.
- Ensure that the boiler room is not being used for storage areas.
- Ensure that all chemicals or cleaning supplies are properly/clearly labeled.
- Ensure that propane storage is properly identified and that propane is stored outside, nightly.
- Ensure that all electrical cords are damage free.
- Ensure that emergency and exit lighting are working properly.

Note: When possible, correct nonconformities. If not correctable, submit work order and/or report to proper authority.