

POSITION DESCRIPTION

IDENTIFICATION:			
Company:	Castle Keepers, Inc.	# of Positions:	Multiple
Division:	Operations	Manager:	Supervisor
Job Title:	Field Trainer	Job #:	FT

JOB SUMMARY:

The same job summary as the Captain (C3). In addition, he/she is responsible for teaching, leading and motivating employees to perform all of their job requirements to the best of their ability. Trainers should have a thorough understanding of Castle Keepers' philosophy, cleaning method and procedure, policies, supplies and tools care and maintenance, safety and security procedures and all other Company information provided in the employee handbook. Trainers should use verbal, written, demonstrative and coaching techniques to help their charges meet the company's expectations. Trainers should follow the company-provided orientation, training schedule, training documentation and other training requirements. Trainers should have a positive attitude, demonstrate a good example of work habits, and do their best to motivate other employees.

Trainer's supervisory role includes review and evaluation of employee work performance, communication and encouragement of the Trainees if their performance, and communication of Trainees' progress to management. Trainers must meet all other meeting and administrative requirements relayed to them by management.

- SUMMARY OF ESSENTIAL JOB FUNCTIONS:**
- The same essential job functions as the Captain (C3), plus:
- Take Trainees to the job sites as scheduled, and use verbal, written, demonstrative and coaching skills to communicate expectations, progress, and that expectations are being met.
 - Coordinate and lead training(s) on any cleaning duties that you are skilled to do (ex: silver)
 - Perform Trainer level detailed double checks when required on your own work as well as all other team members, including management and staff members that you report to. Report double check findings to both the person whose work is being checked as well as management when requested. Double checks are to be visually checked as well as documented in written form.
 - Perform employee performance reviews for Trainees
 - Perform training according to policy by utilizing all company training tools,

- schedules and procedures.
- Make recommendations for employees to “pass’ or ‘fail’ for the initial field training course
 - Perform other related duties as assigned.

- MINIMUM REQUIREMENTS:**
- Same as the Captain (C3), plus:
- No educational requirements.
 - Good attendance and performance as Captain.
 - Successfully completed the Field Trainer training.

- ABILITIES REQUIRED:**
- Same as the Captain (C3), plus:
- Ability to give feedback in a positive and motivating manner.
 - Ability to surpass language and communication problems.

- SPECIAL ABILITIES REQUIRED:**
- Ability to drive to several work site locations throughout the work day.
 - Ability to withstand regular physical contact with pet hair, dust, mold, mildew, high temperatures and cleaning solutions.
 - Ability to wash all hard surface floors on hands and knees.