**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Internal Team:*</th>
<th>SL-FacMgmt-Custodial Services-128300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Custodian</td>
</tr>
<tr>
<td>Job Code:</td>
<td>2010</td>
</tr>
<tr>
<td>MPP Job Code:</td>
<td></td>
</tr>
<tr>
<td>Position Number:</td>
<td>Custodian</td>
</tr>
<tr>
<td>Position no:</td>
<td>SL-00002007</td>
</tr>
<tr>
<td>CSU Working Title:*</td>
<td>Custodian</td>
</tr>
<tr>
<td>Reports To:*</td>
<td>Senior Custodial Manager</td>
</tr>
<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
</tr>
<tr>
<td>Division:*</td>
<td>Administration and Finance</td>
</tr>
<tr>
<td>College/Program:*</td>
<td>Facilities Management and Dev</td>
</tr>
<tr>
<td>Department:*</td>
<td>FacMgmt-Custodial Services - 128300</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**SENSITIVE POSITION**

<table>
<thead>
<tr>
<th>Sensitive Position:</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Summary/Basic Function:*</td>
<td>The Facilities Management and Development (FM&amp;D) organization is a unit within the Administration and Finance division and is responsible for the management, operations, and development of facilities on the university campus. Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities and grounds. FMD consists of five critical and interdependent support departments, including Facilities Customer &amp; Business Services; Energy, Utilities, &amp; Sustainability; Environmental Health &amp; Safety; Facilities Planning &amp; Capital Projects; Facility Operations; and Special Projects. In support of the Cal Poly mission, the Facilities Management and Development department is committed to promoting a culture that values individual and organizational integrity, civility, and diversity. Under general supervision, the custodian position provides general clean and custodial care and support for assigned campus buildings, facilities, structures and adjacent areas and/or portions thereof, including, but not limited to, campus offices, classrooms, science laboratories, art rooms, auditoriums; gymnasiums, locker rooms, health and child care centers; student residences, patios, entryways and walkways, and workshops. Custodial staff may work independently or as part of a custodial team.</td>
</tr>
<tr>
<td>Minimum Qualifications:*</td>
<td>Any combination of training, experience, and/or education sufficient to demonstrate the required skills listed above.</td>
</tr>
</tbody>
</table>
### Required Qualifications:
- Ability to read and write at a level appropriate for the duties of the position.
- Follow verbal and written instructions to ensure safety.
- Operate and care for custodial equipment and supplies applicable to the position.
- Use custodial systems such as those used to track work orders and two-way radios for communication.
- Observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity.
- Ability to interact with faculty, staff, students and the public in a professional manner with integrity and respect.
- Establish and maintain cooperative working relationships with faculty, staff, students and the public.
- Ability to maintain a high degree of confidentiality.
- Excellent organizational skills and the ability to work with interruptions.
- Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.
- Some positions may require the ability to safely move up to 50 pounds.

### Preferred Qualifications:
- A basic knowledge of the methods, materials, and equipment used in custodial work.

### Special Conditions:
- Must be able to work safely in an indoor and outdoor environment; exposure to dust, chemicals, hazardous materials and blood borne pathogens, variances in temperature, noise, and equipment with moving parts.
- Must be able to perform work involving, but not limited to, lifting, carrying, and maneuvering heavy objects; squatting, climbing, kneeling, twisting, standing, walking, bending, stooping, reaching, pushing, and pulling. Must be able to work various shifts (as applicable), including weekends, and a willingness to switch shifts to meet operational needs.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs.
- Must be able to work various shifts (as applicable), including weekends, and a willingness to switch shifts to meet operational needs. Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

### License / Certification:
- Positions may require possession of a valid driver’s license or the ability to obtain by date of hire.

### Mandated Reporter:
- Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

### NCAA:
- Yes [ ] No [ ]

### Conflict of Interest:
- None [ ]

### Supervises Employees:
- Yes [ ] No [ ]

### Job Duties
JOB DUTIES
% of time

Duties / Responsibilities

**Essential / Marginal**

90

Clean and maintain assigned areas, including such activities as dusting and clean all surfaces; removing trash and recyclables; clean and disinfect restrooms and replenishing supplies; clean glass doors, windows, and blinds; clean off graffiti; clean furniture and upholstery; clean light fixtures; polish woodwork and metal surfaces; clean stairwells, walkways, and elevators; and perform general housekeeping.

Clean and maintain campus floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full clean of carpets; and use and care for powered floor cleaning equipment.

Provide custodial support, including activities such as responding to custodial/clean emergencies.

Gather and deliver recyclables to areas of central aggregation.

Replace lamps in light fixtures.

Safeguard assigned areas from unauthorized use and access by locking and unlocking doors and windows

Arrange and set up furniture, equipment, and related items; and make minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing feet on chairs and tables.

Provide general campus support by reporting facility repair needs identified during custodial rounds.

Check fire extinguishers to ensure they are full.

Serve as a special event custodian; participating in campus event set-up and clean up.

Identify and organize necessary work materials and equipment, which may include loading and unloading clean supplies, and materials.

Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.

Some positions may be required to use a motor vehicle, such as a truck or electric cart to transport custodial equipment, materials, and supplies.

10

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Marginal

**USERS AND APPROVALS**