Type of Action Requested:* Replacement
Internal Team:* SL-UH-Custodial Operations-140904
Job Code/Employee Classification:* Custodian
Job No: 2010
Classification Title: Custodian
MPP Job Code: Custodian
Position Number: Position no: SL-00009081
CSU Working Title:* Custodian
Salary Range/Grade: 2010-RANGE A-Grade-1
Minimum $2,600.00
Maximum $4,196.00
Reports To: Custodial Operations Manager
Campus:* San Luis Obispo
Division:* Student Affairs
College/Program:* University Housing
Department:* UH-Custodial Operations - 140904
FLSA Status:* Non-Exempt

Sensitive Position: Yes

Job Summary/Basic Function:* University Housing, a unit within the Division of Student Affairs, consists of Housing Administration, Custodial Operations, Diversity and Inclusion, University Housing Depot, Operations, Marketing & Outreach, and Residential Student Experience, sharing the overall responsibility for serving the on-campus housing program for over 8,200 residents, which includes 4,800 students living in residence halls, 1,400 students living in Yakʔitʸutʸu; 3,400 students in the Cerro Vista and Poly Canyon Village apartments; 35 students in Cal Poly Lofts downtown; and a summer conference program, housing approximately 16,000 guests annually. The University Housing department consists of approximately 137 full-time staff, up to 50 part-time staff and 430 student employees with an overall annual departmental operating budget of over $71 million.

The incumbent in this position is a member of the University Housing team. In conjunction with the Assistant Vice President for Student Affairs/Executive Director, Senior Associate Director, Associate Directors and other managers, staff, and students, this position assists in carrying out the mission and philosophy of University Housing and is responsible for supporting and contributing to a positive atmosphere that facilitates respect, inclusivity and collaboration.

This position provides general cleaning 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; locker rooms; student residences, patios, entryways and walkways, and workshops. Custodial staff may work independently or as part of a custodial team. The following examples of typical work activities are meant to illustrate the general range of work functions performed by custodians; they are not meant to be an all-inclusive or restrictive list of custodial-related work. Work assignments may involve related activities and may be focused in one area or vary on a regular basis.
Minimum Qualifications: Any combination of training, experience, and/or education sufficient to demonstrate the required skills listed above.

LICENCES, CERTIFICATES, DEGREES, CREDENTIALS: Positions may require possession of a valid driver's license or the ability to obtain by date of hire.

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.

Ability to clearly relay information, both written and verbal, for maintenance, custodial or health and safety repairs or concerns.

Observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity.

Ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.

Ability to maintain a high degree of confidentiality.

Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.

Excellent organizational skills and the ability to work with interruptions.

Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University.

Ability to safely move up to 50 pounds.

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

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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. May be called back periodically to perform work as needed on an emergency basis.

Must be willing to travel and attend training programs off-site for occasional professional development.

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

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces; removing trash and recyclables; cleaning and disinfecting restrooms and replenishing supplies; cleaning glass doors, windows, and blinds; cleaning off graffiti; power washing; cleaning furniture and upholstery; cleaning light fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping. Work collaboratively with Lead Custodians and other co-workers in supporting new, temporary, or student custodial staff to ensure they feel part of the custodial team and are carrying out the mission and philosophy of University Housing and custodial operations. Clean and maintain hard surface and carpeted floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment. Provide custodial support, including activities such as responding to custodial/cleaning emergencies; gathering and delivering recyclables to areas of central aggregation; replacing lamps in light fixtures; safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items; and making minor repairs and adjustments to equipment and furniture, such as replacing batteries, blinds, drapery, window screens, oiling doors, tightening screws, and replacing feet on chairs and tables. Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials. Provide general housing facilities support by reporting facility repair needs identified during custodial rounds; checking fire extinguishers to ensure they are full; serving as a special event custodian; and participating in University Housing event set-up and clean up, including moving tables and chairs. 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, lifts or electric cart to transport custodial equipment, materials, and supplies.</td>
<td>Essential</td>
</tr>
<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
<td>Marginal</td>
</tr>
</tbody>
</table>

### SELECTION CRITERIA

- ☒ There are no items to show

### POSTING DETAILS

**Advertising Summary:**
Cal Poly is looking for a full-time custodian to join our team!

**Advertisement text:**

---

https://calstate.dc4.pageuppeople.com/v5.3/...
CAL POLY

Job Summary
Custodians clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces; removing trash and recyclables; cleaning and disinfecting restrooms and replenishing supplies; cleaning glass doors, windows, and blinds; cleaning off graffiti; power washing; cleaning furniture and upholstery; cleaning light fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping.

Key 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.
- Ability to clearly relay information, both written and verbal, for maintenance, custodial or health and safety repairs or concerns.
- Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.

Education and Experience
Any combination of training, experience, and/or education sufficient to demonstrate the required skills for the role.

Salary
Anticipated Hiring Range: $31,200 - $36,000 per year
Classification Range: $31,200 - $50,352 per year

Cal Poly
Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement
At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly's values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly's commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

Supplemental Information
Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

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 may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H1-B visas).

https://calstate.dc4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?sData=UFUtVjMtI5oJCyFXZ5STmSDGHOV2nJV6MYRHOLPMvD7QyCHapNg2Fl8Ba33mcjyjbCap80kJYKWyY2AdqgPoA1ardHA7gG3...
Justification for Position:

For all positions, please summarize the following points for budget and senior leader review. Please note, this information is required; and requests will be returned if not completed:

Business Need: What operational or strategic goals will this role support? What are the consequences of not filling it?

Impact on Operations: What are the anticipated benefits to business operations (i.e. enable greater customer service focus, decrease backlog, serve students more efficiently, etc.)?

Anticipated Cost: What is the overall cost for the role (include base salary range + average benefit cost, advertising, relocation, and hiring bonus, if applicable)?

Budget Analysis: How is this position to be funded? If funded from current departmental operating funds, please indicate if department has sufficient budget to support the hire.

Changes to Position: For existing positions, list changes (if any) you are making to this position number (i.e. change to classification, time basis, reports-to, etc.).

Additional information for new MPPs:

Please attach an organizational chart in the Documents tab above.

Hiring Administrator:*
Karen Schmidt

Approval process:*
SL - Staff - New PD - Edits

1. Appropriate Administrator:  
   Jon Fink  ✔ Approved Oct 21, 2019

2. Human Resources:  
   Maya Fernandez ✔ Approved Oct 22, 2019

3. Dean (Academic) or Department Head (Non-Academic):  
   Jo Campbell ✔ Approved Oct 22, 2019

HR/Faculty Affairs Representative:*  
Maya Fernandez