# Lead Custodian

<table>
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<tr>
<th>Type of Action Requested:*</th>
<th>New (Create a new Position Description)</th>
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<tbody>
<tr>
<td>Internal Team:*</td>
<td>SL-UH-Custodial Operations-140904</td>
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<tr>
<td>Job Code/Employee Classification:*</td>
<td>Lead Custodian</td>
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<td>Job No: 2015</td>
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<tr>
<td>Classification Title:</td>
<td>Lead Custodian</td>
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<td>MPP Job Code:</td>
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<td>Lead Custodian</td>
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<td>Position no: SL-00009987</td>
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<td>CSU Working Title:*</td>
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<tr>
<td>Salary Range/Grade:</td>
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<tr>
<td></td>
<td>Minimum $ 2,713.00</td>
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<tr>
<td></td>
<td>Maximum $ 5,138.00</td>
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<tr>
<td>Reports To:</td>
<td>Asst Dir of Custodial Ops</td>
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<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
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<td>Division:*</td>
<td>Student Affairs</td>
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<tr>
<td>College/Program:*</td>
<td>University Housing</td>
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<tr>
<td>Department:*</td>
<td>UH-Custodial Operations - 140904</td>
</tr>
<tr>
<td>FLSA Status:*</td>
<td>Non-Exempt</td>
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## SENSITIVE POSITION

| Sensitive Position:        | Yes □ No □ |
|                          |            |
| Job Summary/Basic Function:* | The incumbent in this position is a member of the University Housing team. In conjunction with the Associate Vice President/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 are 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. In addition to performing the full range of custodial work, Lead Custodians are distinguished from Custodians, in that, incumbents in the position act in a lead capacity and are responsible for directing the work of one or more employees engaged in custodial work. |
| Minimum Qualifications:*   | Equivalent to one to two years of related custodial or janitorial experience and providing on-the-job training and leadership to others. |
|                          | Possession of a valid driver’s license or the ability to obtain by date of hire. |
Required Qualifications:

- Demonstrated working knowledge of the methods, materials, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures required.

- Working knowledge of effective lead/supervisory practices and techniques.

- Ability to work independently and provide lead work direction, including training others in proper work methods and safety and providing feedback on work performance.

- Ability to maintain a collaborative and positive working environment while providing positive customer service and professionalism.

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

- Ability to read and write English at a level appropriate for the duties of the position and to give and follow verbal and written instructions to ensure safety.

- General knowledge of word processing, spreadsheet, database, email and calendaring software and ability to use computers to track work orders and order supplies and materials.

- 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 analyze situations and take appropriate action.

- Ability to analyze situations and take appropriate action.

- 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 maintain a high degree of confidentiality.

- Excellent organizational skills and the ability to work with interruptions.

- Ability to identify essential daily task, schedule custodial staff to complete work assignments or perform the necessary work assignments independently.

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

Preferred Qualifications:

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

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

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 work various shifts (as applicable), with a willingness to switch shifts to meet operational needs.

Must be able to work safely in an indoor and outdoor environment; exposure to moist or wet conditions, dust, chemicals, hazardous materials and blood borne pathogens, variances in temperature, noise, and equipment with moving parts.

May require the ability to safely move up to 50 pounds.

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.

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 Revised July 21, 2017 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Possession of a valid driver's license or the ability to obtain by date of hire.

Mandated Reporter:*

General - The person holding this position is considered a general 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>
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</table>
Demonstrated working knowledge of the methods, materials, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures required.

Working knowledge of effective lead/supervisory practices and techniques.

Ability to work independently and provide lead work direction, including training others in proper work methods and safety and providing feedback on work performance.

Ability to maintain a collaborative and positive working environment while providing positive customer service and professionalism.

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

Ability to read and write English at a level appropriate for the duties of the position.

Ability to use computers to track work orders and order supplies and materials.

General knowledge of word processing, spreadsheet, database, email and calendaring software.

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 analyze situations and take appropriate action.

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 maintain a high degree of confidentiality.

Excellent organizational skills and the ability to work with interruptions.

Ability to identify essential daily task, schedule custodial staff to complete work assignments or perform the necessary work assignments independently.

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

Perform other job-related duties and special projects as assigned.

Actively participate and attend operational staff events, meetings, and trainings to maintain skill currency as appropriate to safely and effectively complete assignments.

Complete annual Asbestos and Lead Awareness Training Course.

There are no items to show
Advertising Summary:

University Housing is looking for a Custodial Lead!

Join our team!

Job Summary

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 are 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. In addition to performing the full range of custodial work, Lead Custodians are distinguished from Custodians, in that, incumbents in the position act in a lead capacity and are responsible for directing the work of one or more employees engaged in custodial work.

Department Summary

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. University Housing has the overall responsibility for serving the housing program for over 8,200 residents living on campus, 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.

Key Qualifications

- Train and instruct others in the performance of their duties, including appropriate custodial practices and techniques, and the safe use of equipment and materials.
- Assign, review, and inspect the work of assigned staff, including completion of inspection forms and reporting of any operational concerns.
- Provide custodial team support, including full range of custodial work during absences and as needed, general housing facilities support by reporting facility repair needs, and serving as a special event custodian.
- Ensure health and safety standards are followed and take immediate action to correct all unsafe conditions.

Education and Experience

Equivalent to one to two years of related custodial or janitorial experience and providing on-the-job training and leadership to others.

Salary:

Anticipated Hiring Range: $3,000 - $3,900
Classification Range: $2,713 - $5,138

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).

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**USERS AND APPROVALS**

**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:** Ruben Campos

**Approval process:**

1. **Appropriate Administrator:** Ruben Campos  ✔ Approved Sep 30, 2019
2. **Human Resources:** Maya Fernandez ✔ Approved Oct 2, 2019
3. **Dean (Academic) or Department Head (Non-Academic):** Jo Campbell ✔ Approved Oct 2, 2019

**HR/Faculty Affairs Representative:** Maya Fernandez