Custodian

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* SL-FacMgmt-Custodial Services-128300

Job Code/Employee Classification:* Custodian

Classification Title: Custodian

MPP Job Code: Custodian

Position Number: Position no: SL-00002007

CSU Working Title:* Custodian

Salary Range/Grade: 2010-RANGE A-Grade-1

Minimum $ 2,600.00

Maximum $ 4,196.00

Reports To: Ex Dir Facilities Operations

Campus:* San Luis Obispo

Division:* Administration and Finance

College/Program:* Facilities Management and Dev

Department:* FacMgmt-Custodial Services - 128300

FLSA Status:* Non-Exempt

Sensitive Position:  Yes  No

Job Summary/Basic Function:* The Facilities Management and Development (FM&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 & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & 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.

Minimum Qualifications:* Any combination of training, experience, and/or education sufficient to demonstrate the required skills listed above.
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).
- Positions may require possession of a valid driver’s license or the ability to obtain by date of hire.
- 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.

Job Duties
## JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential</th>
<th>Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Clean and maintain assigned areas, including such activities as dusting and clean all surfaces; removing trash and recyclables;</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td></td>
<td>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.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td></td>
<td>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 clean equipment.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Provide custodial support, including activities such as responding to custodial/clean emergencies.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td></td>
<td>Gather and deliver recyclables to areas of central aggregation.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Replace lamps in light fixtures.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Safeguard assigned areas from unauthorized use and access by locking and unlocking doors and windows</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>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.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Provide general campus support by reporting facility repair needs identified during custodial rounds.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Check fire extinguishers to ensure they are full.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Serve as a special event custodian; participating in campus event set-up and clean up.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Identify and organize necessary work materials and equipment, which may include loading and unloading clean supplies, and materials.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>Some positions may be required to use a motor vehicle, such as a truck or electric cart to transport custodial equipment, materials, and supplies.</td>
<td><strong>Essential</strong></td>
<td><strong>Marginal</strong></td>
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<td>10</td>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
<td><strong>Marginal</strong></td>
<td><strong>Essential</strong></td>
</tr>
</tbody>
</table>

## SELECTION CRITERIA

- There are no items to show

## POSTING DETAILS

### Advertising Summary:
The Facilities Management and Development (FM&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. We are currently looking for qualified custodians to join our team!
Job Summary

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.

Department Summary

The Facilities Management and Development (FM&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.

Key Qualifications

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

Education and Experience

Any combination of training, experience, and/or education sufficient to demonstrate the required skills listed above.

Salary:

Anticipated Hiring Range:

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).
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:* Jude Fledderman

Approval process:* SL - Staff - Replacement PD - No Edits

| 1. Appropriate Administrator: | Jude Fledderman ✓ Approved Sep 20, 2019 |
| 2. Human Resources: | Maya Fernandez ✓ Approved Sep 25, 2019 |

HR/Faculty Affairs Representative:* Maya Fernandez