

Event On-Call Custodian

PD No.:PD-2042

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

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

Internal Team:* ST-Custodial Services - 44400

Job Code/Employee Classification:* Custodian
Job Code: 2010

Classification Title: Custodian

MPP Job Code:

Position Number: Custodian
Position no: ST-00001893

CSU Working Title:* Event On-Call Custodian

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

Reports to Supervisor: Alvaro De Sousa

Reports To:* Custodial/Logistical Svcs. Mgr
Position no: ST-00002922

Campus:* Stanislaus

Division:* Business & Finance

College/Program:* Business & Finance

Department:* Custodial Services - 44400

FLSA Status: Non-Exempt

Hiring Type: Temporary

Workplace Type (Exclude Inst Fac):

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Not mandated

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: Yes

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: Yes

Access to controlled or hazardous substances: Yes

Access/responsibility to personal info: No

Control over Campus business processes: No

Responsibilities requiring license or other: Yes

Responsibility for use of commercial equipment: Yes

Is this a Campus Security Authority (CSA): Yes No

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

Under general direction of the Custodial Supervisor and the day to day direction of the Lead Custodian, the incumbent is responsible for maintaining all campus facilities in a safe and sanitary condition. Perform minor maintenance to custodial equipment, clean and care for classrooms, offices, laboratories, restrooms, cafeteria, common areas (hallways, lobbies) and athletic facilities in support of the academic mission. Move and rearrange furniture and assist on special events providing full custodial requirements.

Minimum Qualifications:*

- Education: None required.
- Experience: None required.

Required Qualifications:

- Ability to read and write at a level appropriate to the duties of the position.
- Ability to follow verbal and written instructions to ensure safety.
- Ability to operate and care for custodial equipment and supplies applicable to the position.
- Ability to use custodial systems such as those used to track work orders and two-way radios for communication.
- Ability to observe safety requirements and safe work practices and methods as required.
- Ability to perform work involving regular physical activity.
- Ability to establish and maintain cooperative work relationships.
- Ability to move up to 50 pounds if required by the position.
- Some positions may require possession of a valid California driver's license.
- A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be employed with the CSU.

Preferred Qualifications:

- Custodial experience in an academic or institutional setting.
- Ability to work weekends, evenings, graveyard shift and alternate schedules as required to meet the diverse needs of the University.
- Experience maintaining floors including sweeping, dry and/or wet mopping, stripping, sealing, waxing, polishing, vacuuming, spot and full cleaning of carpets and proper use and care of powered floor cleaning equipment, preferably in an institutional setting.
- Working knowledge of common methods, practices, equipment and materials used in custodial work.
- Ability to set up and tear down large tables, chairs, podiums and special event equipment.
- Ability to lift and/or move heavy objects and climb ladders, scaffolds, roofs and multi-structured buildings.
- Ability to make sound decisions as required by the position.
- Ability to work individually or in as a team member in a service-oriented environment subject to frequently changing priorities.

Special Conditions:

- Will be required to work weekends, evenings, graveyard shift and alternate work schedules as required to meet the diverse needs of the University.

License / Certification:

- License: California driver's license required.

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
80	<ul style="list-style-type: none"> • Clean and disinfect restrooms and replenish paper and soap supplies daily. • Ensure student populated areas (classrooms, lobbies, locker rooms etc.) are ready for students each day. • Empty, clean and disinfect waste baskets and recycling containers in all assigned areas. • Clean chalk boards, chalk rails, and replenish supplies. • Clean interior and exterior windows in all assigned areas. • Vacuum all carpeted areas and remove stains. • Dust light fixtures and replace fluorescent tubes and incandescent bulbs as needed. • Arrange and re-arrange furniture in all classrooms as needed. • Act as a caretaker for the facility, anticipate building repairs and building occupant requirements. • Lock and unlock buildings as assigned; safeguard building and equipment from unauthorized use. • Sweep, scrub, auto scrub, dust mop, and damp mop all hard floors. • Maintain custodial closets orderly and fully stocked. • Polish wood work and metal surfaces, clean furniture and upholstery. • Carry an assigned radio to communicate during shift. • Respond to custodial/cleaning emergencies. • Gather and deliver recyclables to areas of central aggregation. • Make minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing foos on chairs and tables. 	Essential
15	<ul style="list-style-type: none"> • Shampoo carpets and maintain hard floor surfaces by stripping waxing and polishing as needed. • Operate all floor care equipment safely. • Clean, adjust and make minor repairs to custodial equipment to maintain in good working order. • Sweep, blow and pressure wash building exterior areas (at entrances and in stairwells) • Perform special event set up and tear down. • Perform emergency cleanup (e.g. spills, flooding, graffiti, removal, etc.) 	Essential
5	<ul style="list-style-type: none"> • Perform other duties as required. 	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Frequently - Essential
Climbing:	Occasionally - Essential
Concentrating:	Constantly - Essential
Crawling:	Occasionally
Decision Making:	Constantly - Essential
Keyboarding and Mousing:	Occasionally - Essential
Lifting or Carrying up to 10 lbs.:	Constantly - Essential
Lifting or Carrying up to 25 lbs.:	Frequently Essential
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally
Pushing or Pulling:	Constantly - Essential
Reaching Overhead:	Occasionally - Essential
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Occasionally
Standing:	Constantly - Frequently
Stooping Kneeling or Squatting:	Frequently - Essential
Walking:	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	• May be required to work weekends, evenings, graveyard shift and alternate work schedules as required to meet the diverse needs of the University.
Other Physical and Mental Req No.1 Frequency:	Constantly - Essential
Other Physical & Mental Requirement No. 2 Description:	• Must be able to lift up to 40 lbs. on a consistent basis and may be required the ability to lift up to 50 lbs. occasionally.
Other Physical and Mental Req No.2 Frequency:	Occasionally - Essential
Other Physical & Mental Requirement No. 3 Description:	• Position requires frequent walking on uneven surfaces and standing for the majority of shift being active. Requires repetitive pushing, pulling, stooping, kneeling, reaching, lifting, carrying, twisting, hand grasping and fine finger manipulation. Requires work on ladders, scaffolds, aerial platforms, stages and multi-structured buildings.
Other Physical and Mental Req No.3 Frequency:	Frequently - Essential
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Occasionally - Essential
Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Frequently - Essential
Elevated Work:	Occasionally
Extreme Temperature (hot or cold):	Frequently - Essential
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:	<ul style="list-style-type: none"> • General campus offices, restrooms, classrooms, labs, showers, locker rooms, child care center, health center, custodial closets, warehouse, gymnasium, workshops, patios, entry ways, walk ways, and maintenance yard.
Other Environmental Req No.1 Frequency:	Constantly - Essential
Other Environmental Requirement No. 2 Description:	<ul style="list-style-type: none"> • Ability to work outdoors on special events; weddings, concerts and special functions on campus.
Other Environmental Req No.2 Frequency:	Frequently - Essential
Other Environmental Requirement No. 3 Description:	<ul style="list-style-type: none"> • Must be able to work indoors in fluctuating temperatures and outdoors in potentially extreme weather conditions.
Other Environmental Req No.3 Frequency:	Occasionally - Essential
Other Environmental Requirements:	