



POSITION DESCRIPTION

Department: Facility Services
Position Title: Custodian
Job Code: 2010
Time Base: Full-time

Position Reports To: Manager, Custodial Services
Classification: Custodian
Range Code: 1
Exempt or Non-Exempt: Non-Exempt
Last Update: 2-15-2022

Union / Unit (if applicable): California State University Employees Union (CSUEU) / Unit 5

PURPOSE OF POSITION:

Under the general supervision of the Manger of Custodial Services, the Custodian performs the full range of custodial work as needed. Ensures that buildings and hardscape are safe, maintained and clean. Ensures and follows through to complete the set-ups for special events and moves as needed.

MAJOR RESPONSIBILITIES:

	<u>%OF TIME</u>
Custodial and related work duties	85%
Perform routine recycling/waste services	10%
Administrative Functions	5%

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

1. Custodial and related work duties

- a. **Cleaning:** washing woodwork and hard surface counters, washing and polishing furniture, cleaning chalkboards, chalk rails and whiteboards; dusting light fixtures; cleaning blinds; cleaning trash chutes
- b. **Restroom cleaning:** cleaning and disinfecting restroom facilities and replenishing paper and soap supplies; cleaning and sanitizing showers and shower rooms
- c. **Trash removal:** emptying wastebaskets and recycling containers
- d. **Floor and furniture care:** sweeping, stripping, scrubbing, mopping, and waxing floors; vacuuming and shampooing rugs and carpeting; cleaning hard surface furnishings and upholstery shampooing
- e. **Facility and equipment maintenance:** cleaning, adjusting and making minor repairs to custodial equipment
- f. **Entryway maintenance:** sweeping, mopping, and clearing cobwebs from building exterior areas at entrances and hallways; cleaning windows (inside and out) at entrances and lobbies of buildings.
- g. **Special support:** performs post-construction cleaning following in-house or contracted remodeling work; performing emergency clean-up (spills, flooding, graffiti, bodily fluids, etc.)
- h. **Summer:** may assist in setting up rooms for conference guests; cleaning rooms (blinds, windows, window ledges, furniture, closets, mirrors, vents); washing trash cans; cleaning micro-fridge units; moving furniture, stripping and waxing floors.
- i. **Summer and semester break cleaning:** additional detailed cleaning of restroom facilities, stripping and sealing floors and shampooing or spin-bonneting carpets and rugs in campus facilities work may include use of auto scrubbers and designated pressure washing of exterior areas that cannot be accomplished during the academic year.
- j. **Custodial locker and cart maintenance:** maintains and services tools and equipment used in the performance of duties; keeps cart and locker adequately stocked, in tidy and organized condition, with appropriate chemical labeling; tracks supplies as they are used; receives large quantities of supplies on various occasions
- k. **Special event support:** participates in the setup for special events and weekend functions on campus; cooperates with faculty and staff in rearranging furniture for specific or occasional needs; as directed, acts as building custodian during such events; keeps certain areas secure and reports suspicious persons or activities.
- l. **General support:** assists custodial services, grounds, trades and mechanical services staff in the accomplishment of their work (projects, events, on-going programs); performs other tasks as assigned by the manager in support of the university and Facilities Services.
- m. Perform the full range of custodial work and work with crew as needed.

- n. Inspect and report on campus cleanliness and needed equipment repairs.
- o. Assist with facility use set-ups as needed.
- p. Ensures building and hardscape are clean and meet University standards.
- q. Ensure compliance with State mandated programs and campus priorities.

2. Administrative Functions

- a. Attend planning meetings as needed;
- b. Attend training and workshops;
- c. Complete and submit daily and weekly time reports;
- d. Review work requests and ensure work is completed;
- e. Complete orders and secure stock for all supplies;
- f. Emphasize and support customer service with staff and campus personnel.
- g. Utilize electronic work management systems, E-mail, and other programs for documenting time to Work orders, scheduling the work of others, and communicating with administration and contractors as appropriate

3. Floor care maintenance

- a. Assess, perform and provide quality floor care services
- b. Inspect and maintain equipment in good working condition

PROVIDES LEAD DIRECTION OF OTHERS:

N/A

REQUIREMENTS OF POSITION:

1. List education and experience required

- a. Requires a valid California Driver's License
- b. Must successfully meet and pass a pre-employment medical examination and drug screen

Preferred:

- a. Experience working in a multi-building institution

2. List additional knowledge, skills, and abilities required for this position.

- a. Demonstrated ability to be reliable and must maintain a good attendance record
- b. Demonstrated ability to handle a variety of difficult or sensitive interpersonal interactions
- c. Demonstrated ability to complete and coordinate a high volume of work, establish priorities and meet deadlines
- d. Demonstrated ability to plan daily functions and adjust priorities as needed
- e. Demonstrated ability to analyze situations and take effective action
- f. Demonstrated working knowledge of methods, materials, chemicals, and equipment used in custodial work and safety sanitation measures appropriate for custodial work
- g. Demonstrated working knowledge of floor care preventative maintenance methods, materials, chemicals and equipment used in custodial work
- h. Knowledge of recycling programs, methods and practices
- i. Demonstrated ability to speak, read and write at a level appropriate to the duties of the position
- j. Ability to work in a variety of different environments
- k. Demonstrated ability to demonstrate an awareness and appreciation of the cultural diversity of the University community, and establish and maintain cooperative and effective relations with University employees, students and the public

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- a. Computer
- b. Power washer
- c. Electric cart for transportation

- d. Floor polisher, electric burnisher, auto scrubber, etc.
- e. Vacuum
- f. Blower
- g. Various other cleaning devices
- h. Two-way radio/phone
- i. Pick-up truck
- j. Forklift
- k. Pallet Jack

4. Unique working conditions

- a. Work in various environments and surfaces as required.
- b. Alternate shifts such as evenings and weekends will be required

5. Other Employment Requirements

- a. 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. Limited Reporter
- a. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- b. This position must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training; Information Security Awareness Training; Sexual Violence Prevention (Title IX) Training.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Faculty/Staff/Campus Community
Facility Services Department Staff

Routine work/Emergencies/Set-ups
Teamwork/Complete Work Requests

Daily
Daily

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting			X	
2. Standing				X
3. Walking				X
4. Bending Over			X	
5. Crawling		X		
6. Climbing		X		
7. Reaching overhead			X	
8. Crouching			X	
9. Kneeling			X	
10. Balancing		X		
11. Pushing or pulling				X

Number of hours/day
N/A 1-2 3-4 5-6 7+

12. Lifting or carrying				
A. 10 lbs or less				X
B. 11 to 25 lbs				X
C. 26 to 50 lbs			X	
D. 51 to 75 lbs		X		
E. 76 to 100 lbs	X			
F. Over 100 lbs				
13. Repetitive use of hands/arms				X
14. Repetitive use of legs				X
15. Eye/hand coordination			X	

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Yes	No
X	
X	
X	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others	X			
2. Writing	X			
3. Using math/calculations	X			
4. Talking			X	
5. Working at various tempos			X	
6. Concentrating amid distractions			X	
7. Remembering names			X	
8. Remembering details			X	
9. Making decisions	X			
10. Working rapidly			X	
11. Examining/observing details	X			
12. Discriminating colors			X	

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside			X	
2. Outside			X	
3. Humid			X	
4. Hazards		X		
5. High places		X		
6. Hot			X	
7. Cold			X	
8. Dry			X	
9. Wet			X	
10. Change of temp			X	
11. Dirty			X	
12. Dusty			X	
13. Odors			X	
14. Noisy			X	
15. Working w/others			X	
16. Working around others			X	
17. Working alone			X	

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (Optional)

Print Name: _____

Signature: _____

Date: _____