

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the Custodial Supervisor, with additional lead work direction provided from other members of the Facilities Management team, the incumbent performs a wide range of custodial and related duties in support of 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, food venues and kitchens, restrooms, and performance halls.

Major Duties: The major duties of the position include, but are not limited to, the following: cleaning and maintaining 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; cleaning furniture and upholstery; cleaning light fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping; cleaning and maintaining campus floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full cleaning of carpets; and using and caring for powered floor cleaning equipment; providing custodial support, including activities such as responding to custodial/cleaning emergencies; gathering and delivering recyclables to areas of central aggregation; safeguarding areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items; providing general campus support by reporting facility repair needs identified during custodial rounds; serving as a special event custodian; participating in campus event set-up and clean up; and identifying and organizing necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials; operating and maintaining appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.

In addition, the incumbent cooperates with students, staff and faculty in moving furniture and equipment in laboratories, classrooms and auditoriums and assists in special activities such as athletic events, assemblies and assists with set-up and other functions for campus graduation. The Custodian keeps custodial closets neat and organized, vacuum bags emptied, ensures equipment is clean and in good working condition and reports any maintenance issues. The Custodian responds to work orders and campus emergencies, safeguarding areas from unauthorized use and access by locking and unlocking doors and windows.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Sonoma State University consists of over 2 million square feet of building space of various construction types and ages. The incumbent is assigned to a variety of spaces on the campus and environment and can be exposed to cold and hot temperatures, noisy and loud; and requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 1-2 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 50 lbs in weight, including a backpack vacuum and vacuum for up to eight (8) hours.

Duties will primarily take place in office settings however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The incumbent may be assigned to work at SSU owned properties outside the main campus. Normal hours of work may vary to meet operational needs. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved

by Appropriate Administrator. Evening, weekend, early mornings, holidays, and other non-standard times may be required and will be specified only by the appropriate administrator to meet operational needs, including the University's commencement weekend, which is regularly scheduled in May. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator.

Minimum Qualifications: This position requires the ability to read and write at a level appropriate to 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; and perform work involving regular physical activity. One year of custodial experience preferred. Beginning proficiency with computers and Microsoft Office required. Knowledge of Google Suite, computerized work control system, and PeopleSoft preferred. The incumbent must successfully complete a pre-placement exam and must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

In addition, the incumbent must possess the following:

- Ability to: determine and estimate material and equipment needs to complete tasks/jobs/responsibility in an efficient and effective manner; make timely decisions appropriate to level of responsibility and be able to clearly explain reasoning for decisions, in addition to including appropriate people in decision making process.
- Provide outstanding customer service to a diverse population; students, staff, faculty, patrons, co-workers, and visitors of the university; possess effective oral and written communications skills and determine appropriate communication methods when expressing idea and thoughts; analyze situations and take appropriate action, exercise sound judgment; possess stress management skills to complete work in a timely manner and meet productivity standards; perform day-to-day responsibilities with little or no direction; work in a fast paced environment and still be thorough in work; self-evaluate and make improvements or promote quality of work; prioritize and perform work effectively; and the ability to meet deadlines.
- Must work in a safe manner; report safety violations and potentially unsafe conditions to management; ability to properly handle and work with chemicals and operating equipment; be committed to high standards of safety and be willing and able to comply with all safety laws and all of the university's safety policies and rules;
- Establish and maintain productive and effective, inclusive positive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents; work independently and within the framework of a team, accept constructive feedback and incorporate into work; work cooperatively in group situations and actively resolve conflicts; establish and maintain positive outlook and encourage open communication, maintain objectivity, and keep emotions under control.
- Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.