



POSITION DESCRIPTION

Department:	Facilities Operations
Classification Title:	Custodian
Working Title:	Custodian
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

PURPOSE:

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, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under direct supervision of the Custodial Manager, the custodian position provides general cleaning, 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 childcare centers; student residences, patios, entryways and walkways, and workshops. Custodial staff may work independently or as part of a custodial team.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS Daily 90%

- 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.
- Gather and deliver recyclables to areas of central aggregation.
- Replace lamps in light fixtures.

- Safeguard assigned areas from unauthorized use and access by locking and unlocking doors and windows
- 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.
- Provide general campus support by reporting facility repair needs identified during custodial rounds.
- Check fire extinguishers to ensure they are full.
- Serve as a special event custodian; participating in campus event set-up and clean up.
- Identify and organize necessary work materials and equipment, which may include loading and unloading clean supplies, and materials.
- Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.
- Some positions may be required to use a motor vehicle, such as a truck or electric cart to transport custodial equipment, materials, and supplies.

OTHER JOB FUNCTIONS

Daily

10%

- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

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

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Positions may require possession of a valid driver's license or the ability to obtain by date of hire.

REQUIRED QUALIFICATIONS (SKAs):

- 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
- 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.
- Proficient in using computers for training, professional development and virtual meetings.
- 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. 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.

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: <u>Custodian</u>
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: <u>2010</u>
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: <u>R05</u>
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input type="checkbox"/> COI Position		Classifier Initials: <u>AT</u>
Recruitment Number: _____		Date: <u>1/17/2024</u>