

Custodian

PD No.:PD-7451

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	FL-Capital Prog & Facilities Mgmt - 10112
Job Code/Employee Classification:*	Custodian <u>Job Code: 2010</u>
Classification Title:	Custodian
MPP Job Code:	
Position Number:	Custodian <u>Position no: FL-10007391</u>
CSU Working Title:*	Custodian
Salary Range/Grade:	2010-RANGE A-Grade-1 Minimum: \$ 3,505.00 Maximum: \$ 4,715.00 Pay Frequency:
Reports to Supervisor:	Michael Otero
Reports To:*	Custodial Operations Manager <u>Position no: FL-10005980</u>
Campus:*	Fullerton
Division:*	VP, Administration & Finance
College/Program:*	AVP Facilities Management
Department:*	Custodial Services - 10070
FLSA Status:	Non-Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
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):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No

Job Summary/Basic Function:* Under general supervision of the Custodial Operations Manager, or their designee, for Capital Programs and Facilities Management (CPFM), the Custodian performs a wide range of custodial duties in and around assigned buildings (including classrooms, restrooms, offices, and other facilities). Demonstrates a methodical and organized approach to completing work assignments involving a high level of safety awareness. This position is highly safety conscious, disciplined in the proper use of PPE, and responds to trip/slip/fall hazards both promptly and appropriately. A CPFM Custodian offers excellent customer service and is always courteous of student, faculty, and staff customers. Incumbent has dedication to the quality of their work, dependability, and reliability.

This is a key position which cares for campus cleanliness in facilities to support the universities mission, vision, and values in higher education. This position will interact with a diverse group of individuals. The Custodian works well in a team environment and understands the balance of sharing duties, taking ownership, and will take the initiative to complete tasks as needed. This position takes pride in every aspect of their work to create and maintain an excellent learning environment at CSU Fullerton. A CPFM Custodian thrives in a university environment where staff are empowered for personal growth and supported in professional development. Other duties as assigned.

Minimum Qualifications:* Basic knowledge of the methods, materials, and equipment used in custodial work. Ability to read and write at a level appropriate for 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 perform work involving regular physical activity, observe safety requirements, and adhere to safe work practices and methods. Ability to establish and maintain cooperative work relationships. Position may require the ability to safely move up to 50 pounds and/or possession of a valid California driver's license.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. 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.

Required Qualifications:

Preferred Qualifications: Previous commercial custodial experience in an educational environment. Prior training and certification in floor care equipment and products. Possesses basic computer skills and knowledge of logging on to computer applications (i.e., work order database, Absence Management, work email, etc.)

Special Conditions: Work Schedule: 3:00 am - 11:30 am (Depending on the operational needs of the department, alternative shift times may be available 6:00 am-2:30 pm, 2:30 pm-11:00 pm.) Extended periods of walking, bending, stooping and reaching overhead, kneeling, climbing a ladder, and pushing or pulling custodial cart; sweeping, pushing a vacuum cleaner, exposure to chemicals, dust, etc. Employment is contingent on the successful completion of a back evaluation and background check. This position will carry a Master key.

Live Scan is required for this position.

License / Certification: A valid California Driver's License is required.

Supervises Employees:* Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
70%	<p>Cleaning</p> <ul style="list-style-type: none"> -Cleans classrooms, labs, meeting rooms, offices, theaters, locker rooms, restrooms, and other facilities as assigned. -Cleans spills and soiling as needed with courtesy to students, faculty, and staff. -Uses appropriate cleaning materials to remove stains, spots and corrosion. -Empties trash cans and removes trash from buildings. -Dusts and spot cleans surfaces. -Cleans and maintains stairways, stairwells, escalators and elevators. -Uses eraser cleaner. -Cleans windows and glass doors. -Pressure washes areas as necessary. 	Essential
5%	<p>Equipment, Supplies, and Safety</p> <ul style="list-style-type: none"> -Maintains supplies and equipment necessary to clean assigned areas, taking initiative to inform leadership of any missing or damaged equipment and supplies. -Maintains stock in paper and soap dispensers in assigned areas. -Uses and maintains a variety of small equipment to provide care, including vacuum cleaners, floor sweepers and hand vacuums. -Mixes and dispenses chemicals for use in cleaning assignments with special care to read MSDS and follow all safety protocol. -Maintains stock on cart for use in cleaning assignments. -Works in a safe and courteous manner in the prevention and response to trip/slip/fall hazards. -Addresses safety concerns at team meetings and to EHandS as necessary. -Completes all pertinent safety training to maintain a current knowledge of safety requirements and practices. 	Essential
5%	<p>Customer Service</p> <ul style="list-style-type: none"> -Responds to requests for service in assigned work areas, while demonstrating excellent customer service. -Takes initiative to arrange for services by other Facilities Operations units as appropriate. -Provides additional custodial services to customers as directed or available. -Demonstrates excellent communication as is necessary to report problems to supervisor or Service Center as appropriate. -Unlocks classrooms and entry doors as required. 	Essential
5%	<p>Projects</p> <ul style="list-style-type: none"> -Takes great pride in custodial work with careful detail, as it pertains to special cleaning projects as assigned. 	Essential
5%	<p>Floor Care and Lighting</p> <ul style="list-style-type: none"> -Follows all safety protocols when cleaning floors using an electric buffer, auto scrubber, propane buffer, and/or floor scrubber as assigned. -Vacuums and spot cleans carpets. -Takes initiative to remove gum and other substances from floors. -Mops and/or dust mops floors. -Places and maintains mats at building entrances. -Replaces lights in fixtures. -Cleans light diffusers. 	Essential
5%	<p>Computer Access</p> <ul style="list-style-type: none"> -Accesses work order database for work assignments and updates the status of work orders. -Accesses Absence Management for monthly leave time entries. -Checks work email regularly for important updates. 	Essential
5%	<p>Other Duties as assigned.</p>	Essential

SELECTION CRITERIA

i There are no items to show

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:	Constantly - Essential
Concentrating:	Frequently - Essential
Crawling:	Frequently - Essential
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Occasionally - Essential
Lifting or Carrying up to 10 lbs.:	Frequently - Essential
Lifting or Carrying up to 25 lbs.:	Frequently Essential
Lifting or Carrying up to 50 lbs.:	Frequently - Essential
Lifting or Carrying over 50 lbs.:	Occasionally - Essential
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Frequently - Essential
Reaching Overhead:	Frequently - Essential
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Frequently - Essential
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:	Gripping/Grasping
Other Physical and Mental Req No.1 Frequency:	Constantly - Essential
Other Physical & Mental Requirement No. 2 Description:	Discriminate Colors
Other Physical and Mental Req No.2 Frequency:	Frequently - Essential
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Frequently - Essential
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Excessive Noise:	Frequently - Essential
Hazards:	Frequently - Essential
Outdoor:	Frequently - Essential
Elevated Work:	Frequently - Essential
Extreme Temperature (hot or cold):	Frequently - Essential
Indoor (Typical office environment):	Occasionally - 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:	Odors
Other Environmental Req No.1 Frequency:	Frequently - Essential
Other Environmental Requirement No. 2 Description:	
Other Environmental Req No.2 Frequency:	
Other Environmental Requirement No. 3 Description:	
Other Environmental Req No.3 Frequency:	
Other Environmental Requirements:	

POSTING DETAILS

Advertising Summary:

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Advertisement text:

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USERS AND APPROVALS

Justification for Position:	Replacement for Dennis Hernandez
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Hiring Administrator:*

Luis Arevalo

Email address: luarevalo@fullerton.edu

Approval process:*

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Pam Newton	✓	Approved Apr 25, 2024
2. Department Head/Associate Dean:	John Ramirez	✓	Approved Apr 25, 2024
3. HR Classifier:	Chris Schloffer	✓	Approved Apr 26, 2024
4. Appropriate Administrator/Dean:	Sarab Singh	✓	Approved Apr 30, 2024
5. Position Management:	FL-HRDI PM	✓	Approved Apr 30, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu