



## POSITION DESCRIPTION

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| Department:           | Facilities -Operations   |
| Classification Title: | Lead Custodian   |
| Working Title:        | Lead 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 Lead Custodian provides work direction and support to a team of custodial staff performing maintenance cleaning duties in assigned buildings. The Lead Custodian will also actively participate in custodial duties alongside custodial staff, performing the full range of custodial work as needed.

### **DUTIES AND RESPONSIBILITIES:**

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

#### ESSENTIAL JOB FUNCTIONS

Daily

90%

- Perform the full range of custodial work as needed, assist custodial staff in performing their duties, and provide support during absences.
- Train and instruct others in the performance of their duties, including appropriate custodial practices and techniques, and the safe use of equipment and materials.
- Assign, review, and inspect the work of assigned staff, including completing inspection forms.
- Assist in maintaining employee time records and reporting absences and provide input for employee evaluations. Identify and report equipment, supply, and repair needs. Identify and order necessary supplies and materials.
- Clean and maintain assigned 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; power washing; cleaning furniture and upholstery; cleaning light fixtures; polishing

woodwork and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping.

- Clean and maintain hard surface and carpeted floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment.
- Provide custodial support, including activities such as responding to custodial/cleaning emergencies; gathering and delivering recyclables to areas of central aggregation; replacing lamps in light fixtures;
- Safeguard assigned areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items; and making minor repairs and adjustments to equipment and furniture, such as replacing batteries, blinds, drapery, window screens, oiling doors, tightening screws, and replacing foos on chairs and tables.
- Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning 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, lifts or electric cart to transport custodial equipment, materials, and supplies.

#### OTHER JOB FUNCTIONS

As Needed  
10%

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
- Serve as a special event lead custodian and participating in campus event set-up and clean up.

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Prior experience, which has provided the knowledge, skills and abilities in providing on-the-job training and leadership to others. Typically, this would require one to two years of related custodial experience.

**LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:** Possession of a valid driver's license or the ability to obtain by date of hire.

#### **REQUIRED QUALIFICATIONS:**

- Demonstrated working knowledge of the methods, materials, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures.
- Working knowledge of effective lead/supervisory practices and techniques.
- Ability to provide lead work direction, including training others in proper work methods and safety and providing feedback on work performance.
- Ability to read and write English at a level appropriate for the duties of the position.
- Ability to use computers to track work orders and order supplies and materials and use two-way radios for communication.
- Ability to establish, promote and maintain cooperative communications and working relationships with staff, students and the public.
- Ability to analyze situations and take appropriate action.

- 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 clearly relay information, both written and verbal, for maintenance, custodial or health and safety repairs or concerns.
- Excellent communication skills: ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Demonstrated knowledge and understanding of safety requirements, safe work practices, and methods including interpretation of Safety Data Sheets (SDS).
- Ability to maintain a high degree of confidentiality.
- Ability to work independently with little instruction.
- Excellent organizational skills and the ability to work with interruptions.
- Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.
- Perform work involving regular physical activity which may require the ability to safely move up to 50 pounds.
- Ability to demonstrate professionalism in entering occupied areas on campus by showing respect for the room occupant's privacy and property.

**PREFERRED QUALIFICATIONS:**

Two years supervisory experience; two years of experience cleaning/supervising in an institutional or commercial setting.

**SPECIAL CONDITIONS:**

- Must be able to work safely in an indoor and outdoor environment; exposure to moist or wet conditions, 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.

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| INCUMBENT NAME | SIGNATURE | DATE |
|----------------|-----------|------|

**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

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|----------------------|-------|-----------|------|
| IMMEDIATE SUPERVISOR | TITLE | SIGNATURE | DATE |
|----------------------|-------|-----------|------|

**HUMAN RESOURCES USE ONLY**

|                                       |   |   |
|---------------------------------------|---|---|
| Employee ID#: _____                   | REQUEST FOR:                                      | CLASSIFICATION INFORMATION                  |
| Position Number: _____                | <input type="checkbox"/> Update Review for File   | Classification Title: <u>Lead Custodian</u> |
| FTE: _____                            | <input type="checkbox"/> Classification Review    | Class Code/Range: <u>2015</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: <u>n/a</u>                    |
| <input type="checkbox"/> COI Position |   | Classifier Initials: <u>AT</u>              |
| Recruitment Number: _____             |   | Date: <u>4/24/2024</u>                      |