|  |  |  |
| --- | --- | --- |
| Employee Name: Classification: Custodian Prepared By (MPP/Chair): Andrew Corea  |  | Fresno State ID #  |
|  | Working Title: |  Custodian  |
|  | Department: Facilities Management Date Prepared: 8/2024  |
| Bargaining Unit: |  R05  | FLSA Status: |  Non-Exempt  |

**POSITION DESCRIPTION**

# Overview:

Under general supervision, 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, patios, entryways, walkways, and workshops.

Custodial staff may work independently or as part of a custodial team.

This position is for the swing shift (Monday - Friday: 5pm-1:30am or 7pm-3:30am) and may require after-hours and weekend work.

# Major duties of the job include:

* General Cleaning 75%
* Project Cleaning and Custodial support 10%
* Enhanced Disinfection 15%

# General Cleaning 75%

* 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.
* Polishing woodwork and metal surfaces.
* Cleaning stairwells, walkways, and elevators.
* Performing general housekeeping.
* Clean and maintain campus floors, including sweeping; vacuuming; dry and/or wet mopping.

# Project Cleaning and Custodial Support 10%

* Project cleaning such as, but not limited to, floor stripping, sealing, waxing, and polishing floors; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment; cleaning light fixtures; cleaning furniture and upholstery.
* Provide custodial support, including activities such as responding to custodial/cleaning emergencies; replacing lamps in light fixtures; safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items.
* Provide general campus support by reporting facility repair needs identified during custodial rounds; serving as a special event custodian; and participating in campus event set-up and clean up, including moving bleachers; 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, or electric cart to transport custodial equipment, materials, and supplies.

# Enhanced Cleaning and Disinfection 15%

* Using proper PPE, disinfectant, and equipment, will wipe, spray, and electrostatic mist high touch areas within offices, classrooms, locker rooms, lobbies, and other campus areas.
* Operate misting and other decontamination equipment necessary to complete the disinfection process.

# Secondary duties of the job include:

* Wear assigned Facilities Management uniform and maintain a clean and professional appearance
* Maintain a professional-like attitude at all times while on duty.
* Maintain regular attendance.
* Other duties as assigned.

Supervisory Responsibility:

|  |  |
| --- | --- |
| Who Supervises this Position: | Custodial Shift Manager |
| Who is Responsible for completing the Performance Appraisal: | Custodial Shift Manager |
| What other classifications does this position supervise: | None |

# Minimum Requirements: Knowledge, Skills, and Abilities:

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 two-way radios for communication.
* Observe safety requirements and safe work practices and methods as required.
* Perform work involving regular physical activity.
* Establish and maintain cooperative work relationships.
* Lift or move up to 50 pounds.

# Education and Experience:

* *n/a*

# Preferred Skills:

* *n/a*

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)

Employee Name:

Department: Facilities Management

Position: Custodian Date Prepared: 8/2024

**WORKING ENVIRONMENT**

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee

on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of hours/day |  |  |  |  | Number of hours/day |  |
| N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☒** | **☐** | **☐** | **☐** | 12. Lifting or carrying |  |  |  |  |  |
| 2. Standing | **☐** | **☐** | **☐** | **☐** | **☒** |  | A. 10 lbs. or less | **☐** | **☐** | **☐** | **☐** | **☒** |
| 3. Walking | **☐** | **☐** | **☐** | **☐** | **☒** |  | B. 11 to 25 lbs. | **☐** | **☐** | **☐** | **☐** | **☒** |
| 4. Bending Over | **☐** | **☐** | **☐** | **☐** | **☒** |  | C. 26 to 50 lbs. | **☐** | **☐** | **☐** | **☐** | **☒** |
| 5. Crawling | **☐** | **☒** | **☐** | **☐** | **☐** |  | D. 51 to 75 lbs. | **☐** | **☒** | **☐** | **☐** | **☐** |
| 6. Climbing | **☐** | **☐** | **☐** | **☐** | **☒** |  | E. 76 to 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☐** | **☐** | **☒** | **☐** | **☐** |  | F. Over 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **☐** | **☐** | **☒** | **☐** | **☐** | 13. Repetitive use of hands/arms | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Kneeling | **☐** | **☐** | **☐** | **☐** | **☒** | 14. Repetitive use of legs | **☐** | **☐** | **☐** | **☐** | **☒** |
| 10. Balancing | **☐** | **☒** | **☐** | **☐** | **☐** | 15. Eye/hand coordination | **☐** | **☐** | **☐** | **☐** | **☒** |
| 11. Pushing or pulling | **☐** | **☐** | **☐** | **☐** | **☒** |  |  |  |  |  |  |  |
|  |  |  |  |  | Yes | No |  |  |  |  |  |  |
| 16. Driving cars, trucks, forklifts and other equipment | **☒** | **☐** |  |  |  |  |  |  |
| 17. Being around scientific equipment and machinery | **☒** | **☐** |  |  |  |  |  |  |
| 18. Walking on uneven ground |  |  |  |  | **☒** | **☐** |  |  |  |  |  |  |
| **MENTAL EFFORT** |  |  |  | **ENVIRONMENTAL FACTORS** |  |
| Number of hours/day |  | Number of hours/day |  |
|  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |  | **☒** | **☐** | **☐** | **☐** | **☐** | 1. Inside | **☐** | **☐** | **☐** | **☐** | **☒** |
| 2. Writing |  | **☐** | **☒** | **☐** | **☐** | **☐** | 2. Outside | **☐** | **☒** | **☐** | **☐** | **☐** |
| 3. Using math/calculations |  | **☐** | **☒** | **☐** | **☐** | **☐** | 3. Humid | **☐** | **☒** | **☐** | **☐** | **☐** |
| 4. Talking |  | **☐** | **☐** | **☒** | **☐** | **☐** | 4. Hazards | **☐** | **☐** | **☐** | **☐** | **☒** |
| 5. Working at various tempos |  | **☐** | **☐** | **☐** | **☐** | **☒** | 5. High places | **☐** | **☒** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | **☐** | **☐** | **☐** | **☐** | **☒** | 6. Hot | **☐** | **☐** | **☐** | **☐** | **☒** |
| 7. Remembering names |  | **☐** | **☐** | **☐** | **☐** | **☒** | 7. Cold | **☐** | **☒** | **☐** | **☐** | **☐** |
| 8. Remembering details |  | **☐** | **☐** | **☐** | **☐** | **☒** | 8. Dry | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Making decisions |  | **☐** | **☐** | **☐** | **☐** | **☒** | 9. Wet | **☐** | **☒** | **☐** | **☐** | **☐** |
| 10. Working rapidly |  | **☐** | **☐** | **☐** | **☐** | **☒** | 10. Change of temp | **☐** | **☒** | **☐** | **☐** | **☐** |
| 11. Examining/observing details | **☐** | **☐** | **☐** | **☐** | **☒** | 11. Dirty | **☐** | **☐** | **☐** | **☐** | **☒** |
| 12. Discriminating colors |  | **☐** | **☐** | **☐** | **☐** | **☒** | 12. Dusty | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 13. Odors | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 14. Noisy | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 15. Working with others | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 16. Working around others | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 17. Working alone | **☐** | **☐** | **☐** | **☐** | **☒** |