

(PD-1182) Custodian

PD No.:PD-1182

POSITION INFORMATION

Internal Team:* SL-UH-Custodial Operations - 140904

Job Code/Employee Classification:* Custodian
Job Code: 2010

MPP Job Code:

Position Number: Custodian

CSU Working Title:* Custodian

Reports To:* Custodial Operations Manager

Campus:* San Luis Obispo

Division:* Student Affairs

College/Program:* University Housing

Department:* UH-Custodial Operations - 140904

FLSA Status: Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes No

Job Summary/Basic Function:* University Housing, a unit within the Division of Student Affairs, consists of Housing Administration, Custodial Operations, Diversity and Inclusion, University Housing Depot, Operations, Marketing & Outreach, and Residential Student Experience, sharing the overall responsibility for serving the on-campus housing program for over 8,200 residents, which includes 4,800 students living in residence halls, 1,400 students living in yak?itvutvu; 3,400 students in the Cerro Vista and Poly Canyon Village apartments; 35 students in Cal Poly Lofts downtown; and a summer conference program, housing approximately 16,000 guests annually. The University Housing department consists of approximately 137 full-time staff, up to 50 part-time staff and 430 student employees with an overall annual departmental operating budget of over \$71 million.

The incumbent in this position is a member of the University Housing team. In conjunction with the Assistant Vice President for Student Affairs/Executive Director, Senior Associate Director, Associate Directors and other managers, staff, and students, this position assists in carrying out the mission and philosophy of University Housing and is responsible for supporting and contributing to a positive atmosphere that facilitates respect, inclusivity and collaboration.

This 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; locker rooms; student residences, patios, entryways and walkways, and workshops. Custodial staff may work independently or as part of a custodial team.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by custodians; they are not meant to be an all-inclusive or restrictive list of custodial-related work. Work assignments may involve related activities and may be focused in one area or vary on a regular basis.

Minimum Qualifications:* Any combination of training, experience, and/or education sufficient to demonstrate the required skills listed above.

Required Qualifications:

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.

Ability to clearly relay information, both written and verbal, for maintenance, custodial or health and safety repairs or concerns.

Observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity.

Ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.

Ability to maintain a high degree of confidentiality.

Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.

Excellent organizational skills and the ability to work with interruptions.

Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University.

Ability to safely move up to 50 pounds.

Preferred Qualifications:

A basic knowledge of the methods, materials, and equipment used in custodial work.

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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 willing to travel and attend training programs off-site for occasional professional development.

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.

This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:**Mandated Reporter:***

General - The person holding this position is considered a general 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, revised July 21, 2017.

NCAA:

Yes No

Conflict of Interest:*

None

Supervises Employees:*

Yes No

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
10	<p>Perform other job-related duties and special projects as assigned.</p> <p>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</p>	Marginal
90	<p>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. Work collaboratively with Lead Custodians and other co-workers in supporting new, temporary, or student custodial staff to ensure they feel part of the custodial team and are carrying out the mission and philosophy of University Housing and custodial operations.</p> <p>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.</p> <p>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; safeguarding 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 foots on chairs and tables.</p> <p>Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials.</p> <p>Provide general housing facilities support by reporting facility repair needs identified during custodial rounds; checking fire extinguishers to ensure they are full; serving as a special event custodian; and participating in University Housing event set-up and clean up, including moving tables and chairs.</p> <p>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.</p>	Essential