



California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Custodial Supervisor

The Custodial Supervisor is a full-time, 12 month, MPP (Management Personnel Plan) position, working Tuesday through Saturday each week (5 am to 2 pm), and reports directly to the Director of Landscape, Custodial & Events.

Under the general direction of the Director, the Custodial Supervisor is responsible for overseeing the day- to-day operations of Custodial Services. Provides a broad range of administrative and operational support by providing both specific and general direction and leadership to Custodians and Lead Custodians in the planning, implementation, delivery, and maintenance of custodial programs and services across campus.

The Custodial Supervisor provides positive leadership for all Custodial staff, establishes long and short range goals for the custodial team, and consults with team members to discuss problem areas and identify means of improvements. This position facilitates the development of the custodial cleaning programs at campus facilities such as offices, restrooms, classrooms, labs, showers, locker rooms, child care center, health center, and gymnasium.

The Custodial Supervisor will conduct inspections as required to ensure that quality standards are being maintained. The position determines the replacement or additional equipment needs for all activities; manages staffing levels, and sets schedules, priorities and training. The position provides planning, administrative, and communications support for implementing new programs with staff and building occupants.

The Custodial Supervisor conducts probationary and annual performance appraisals. This position handles routine personnel administration needs and issues. In addition this position interviews, recommends for hire and trains employees.

To effectively carry out these tasks, the Custodial Supervisor will interface with various individuals/departments on campus, as well as individuals at other campuses within the CSU, and external entities, agencies, and vendors, as appropriate.

Qualifications and Knowledge, Skills and Abilities:

The ideal candidate will have more than five years of progressive experience in operations and supervision of custodial functions in a bargaining unit environment; the ability to perform basic math, analyze budgetary data and make accurate projections; have proficiency with English grammar, punctuation, and spelling; and have familiarity with green or sustainable cleaning practices and products. The ideal candidate will also have experience managing a diverse group of employees; a thorough knowledge and understanding of custodial and sanitation methods, processes, procedures, chemicals and equipment; and provide excellent leadership and training while working with the team in the field.

The successful candidate must have a high school diploma or equivalent, and at least five years of direct custodial supervisory experience in an institution or environment comparable to the University, must demonstrate knowledge and experience of: hiring practices, staff selection, supervision, scheduling, planning, and inspection of custodial services; and must have the ability to set goals and expectations for the custodial team. This position must have the ability to maintain confidentiality; manage issues simultaneously; communicate clearly and concisely (orally and in writing); establish and maintain cooperative working relationships with individuals/groups contacted in the course of work, including all individuals/groups within a diverse, multicultural community.

Must be proficient in the use of office software programs, technology and systems, spreadsheets and database management programs and communication. Prefer the ability to perform basic math, analyze budgetary data and make accurate projections.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:
<http://www.calstate.edu/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf>

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of July 9, 2018. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: vtaylor@csustan.edu	Mail: California State University, Stanislaus Attention: Human Resources One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011
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For questions, please call Mr. Hugo Hernandez at (209) 664-6580 or email vtaylor@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at:
http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the Annual Security Report (ASR), is now available for viewing at <https://www.csustan.edu/annual-campus-security-report>. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Stanislaus State for the previous three years. A paper copy of the ASR is available upon request by contacting the Office of the Clery Director located at One University Circle, Turlock, CA 95382, or by calling 209-667-3572.

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. 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.

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

June 25, 2018