EMPLOYMENT OPPORTUNITY

POSITION: EVENT ON-CALL CUSTODIAN

Four (4) temporary hourly-intermittent positions available on or after July 1, 2015 and ending on or before June 30, 2016 in Facilities Services. Possibility of reappointment based on budget, operational needs and job performance. Position would normally be assigned to work primarily weekends as event on call custodian(s), but may be assigned to work alternate schedules as operational needs demand: day, graveyard or swing shift and special event functions as required. Hours will vary.

ESSENTIAL DUTIES: Under the general supervision of the Custodial Supervisor, and the day-to-day direction of the Lead Custodian, this position is responsible to maintain all campus facilities in a safe and sanitary condition. Duties include but are not limited to:

- Perform minor maintenance to custodial equipment, clean and care for classrooms, offices, laboratories, restrooms, cafeteria, common areas (hallways, lobbies) and athletic facilities in support of the academic mission.
- Clean and disinfect restrooms and replenish paper and soap supplies daily. Empty, clean and disinfect waste baskets and recycling containers in all assigned areas.
- Ensure student populated areas (classrooms, lobbies, locker rooms etc.) are ready for students each day.
- Clean chalk boards, chalk rails, and replenish supplies. Clean interior and exterior windows in all assigned areas.
- Operate all floor care equipment safely. Vacuum all carpeted areas and remove stains. Sweep, scrub, auto scrub, dust mop, and damp mop all hard floors.
- Shampoo carpets and maintain hard floor surfaces by stripping waxing and polishing as needed.
- Polish wood work and metal surfaces, clean furniture and upholstery. Arrange and rearrange furniture in classrooms as needed.
- Dust light fixtures and replace fluorescent tubes and incandescent bulbs as needed.
- Act as a caretaker for the facility; anticipate building repairs and building occupant requirements.
- Lock and unlock buildings as assigned; safeguard building and equipment from unauthorized use.
- Maintain custodial closets orderly and fully stocked. Carry an assigned radio to communicate during shift.
- Clean, adjust and make minor repairs to custodial equipment to maintain in good working order.
- Sweep, blow and pressure wash building exterior areas (at entrances and in stairwells).
- Perform special event set up and tear down. Move and rearrange furniture and assist on special events providing full custodial requirements.
- Perform emergency cleanup (e.g. spills, flooding, graffiti, removal, etc.). Perform other duties as assigned.

QUALIFICATIONS:

- One year custodial experience which has provided a basic knowledge of the methods, materials, and equipment used in custodial work, preferred.
- Experience in an academic or institutional setting, preferred.
- Demonstrated ability to read and write at a level appropriate to the duties of the position including coding labels on cleaning dispensing systems. Must possess good oral and written communication skills and be able to follow oral or written instructions to provide optimal customer service.
- Must possess and maintain a valid California driver’s license and a good driving record.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SPECIALIZED SKILLS, ABILITIES & PHYSICAL DEMANDS:

- Ability to work a varied work schedule: day, swing, graveyard shifts and weekends, alternate work schedules as needed or required for special functions and events.
- Ability to lift up to 50 pounds on a consistent basis. Ability to operate and care for custodial equipment and supplies applicable to the position.
- Ability to perform repetitive pushing, pulling, stooping, kneeling, reaching, lifting, carrying, twisting, hand grasping and fine finger manipulation.
- Ability to perform repetitive lifting and encouragement of safety. Ability to observe safety requirements and safe work practices as required.
- Ability to set up and tear down large tables, chairs, podiums and special event equipment. Ability to assist in moving various furnishings and equipment.
- Ability to lift and/or move heavy objects and climb ladders, scaffolds, stages, roofs and multi-structured buildings.
- Ability to use custodial systems such as those used to track work orders and two-way radios for communication.
- Ability to establish and maintain cooperative work relationships. Ability to interact with all personnel in a cooperative and friendly manner.
- Ability to communicate effectively with a diverse student, staff, faculty, and campus community.
- Ability to work individually or in a team in a service-oriented environment subject to frequently changing priorities.

WORK ENVIRONMENT:

- General campus offices, restrooms, classrooms, labs, showers, locker rooms, child care center, health center, custodial closets, warehouse, gymnasium, workshops, patios, entry ways, walk ways, and maintenance yard. Must be able to work indoors in fluctuating temperatures and outdoors in potentially extreme weather conditions.
- Must be able to work outdoors on special events; weddings, concerts and special functions on campus.

SALARY RANGE: $13.38 to $20.67 per hour.

POSITION(S) OPEN UNTIL FILLED. CONTINUOUSLY SCREENING APPLICATIONS.

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html) to:

California State University, Stanislaus - Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle • Turlock, CA 95382

For questions, please contact Mr. Jose Talamanes at (209) 664-3621.