This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**DEPARTMENT:** **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION: Custodian \* WORKING TITLE:**

**EMPLOYEE NAME:**

**SUPERVISOR NAME AND CLASSIFICATION:**

**A. POSITION PURPOSE:**

**B.** **LEAD RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

# C. PHYSICAL DEMANDS:

# The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* May be required to work weekends, evenings, graveyard shift and alternate work schedules as required to meet the diverse needs of the University.
* Must be able to lift up to 40 lbs on a consistent basis and may be required the ability to lift up to 50 lbs occasionally.
* Positions requires frequent walking on uneven surfaces and standing for the majority of shift being active. Requires repetitive pushing, pulling, stooping, kneeling, reaching, lifting, carrying, twisting, hand grasping and fine finger manipulation. Requires work on ladders, scaffolds, stages and multi-structured buildings.
* Perform other duties as required or assigned requiring physical strength and mobility.

# D. 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.
* Ability to work outdoors on special events; weddings, concerts and special functions on campus.
* Must be able to work indoors in fluctuating temperatures and outdoors in potentially extreme weather conditions.

**E. EDUCATION:** None required.

### F. EXPERIENCE: See Specialized Knowledge, Skills and Abilities listed below.

**G. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES:**

* Ability to read and write at a level appropriate to the duties of the position.
* 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 use custodial systems such as those used to track work orders and two-way radios for communication.
* Ability to observe safety requirements and safe work practices and methods as required.
* Ability to perform work involving regular physical activity.
* Ability to establish and maintain cooperative work relationships.
* Ability to move up to 50 pounds if required by the position.
* Some positions may require possession of a valid California driver’s license.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**H. PREFERRED QUALIFICATIONS:**

* Custodial experience in an academic or institutional setting.
* Ability to work weekends, evenings, graveyard shift and alternate schedules as required to meet the diverse needs of the University.
* Experience maintaining floors including sweeping, dry and/or wet mopping, stripping, sealing, waxing, polishing, vacuuming, spot and full cleaning of carpets and proper use and care of powered floor cleaning equipment, preferably in an institutional setting.
* Working knowledge of common methods, practices, equipment and materials used in custodial work.
* Ability to set up and tear down large tables, chairs, podiums and special event equipment.
* Ability to lift and/or move heavy objects and climb ladders, scaffolds, roofs and multi-structured buildings.
* Ability to make sound decisions as required by the position.
* Ability to work individually or in as a team member in a service-oriented environment subject to frequently changing priorities.

**I. SENSITIVE POSITION CRITERIA** (Please check ALL that apply to the position):

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[41] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

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Employee Signature Date

|  |  |
| --- | --- |
| **J. ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following | Percentage of Time (%) |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**K. SIGNATURES:** (*Signature indicates that this is an accurate description of assigned duties.*)

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Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

**\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Area Manager Name Dept Head/Area Manager Signature Date