

# California State University, Fresno Foundation

## CUSTODIAL SUPERVISOR – STUDENT UNIONS JOB ANNOUNCEMENT #22-445

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position available for the University Student Union through the California State University, Fresno Foundation.</b> The Custodial Supervisor oversees the custodial and set-up work done by the custodial staff to achieve the highest level of standards in sanitation and housekeeping. This position is responsible for continuously maintaining clean, orderly and comfortable environments that foster student success, individual growth and learning, social interaction, community building, and outstanding service and retail operations within the University Student Union (USU), the Satellite Student Union (SSU) and other campus facilities as assigned. This position provides routine and special custodial/cleaning functions in multiple use facilities, and conducts all room set up, change over and tear down operations for each meeting/event per customer specifications, providing excellent customer service in the performance of all duties. This position may be required to work swing and overnight shifts, weekends and holidays on a regular basis.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction of the Assistant Director, the Custodial Supervisor will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Determine by regular inspections all necessary work to maintain buildings, furniture, fixtures and equipment in a safe, sanitary and aesthetically pleasing condition.</li> <li>• Plan, organize and schedule the sequence and frequency of routine and major cleaning operations; Prepare and recommend project schedules and area shutdowns.</li> <li>• Review, understand, and successfully complete training on, and strictly adhere to all applicable university, organization and USU policies and procedures, including emergency procedures, hazardous materials, accident and incident reporting, keys and security protocols, sexual harassment, etc.</li> <li>• Respond to and report accidents, emergencies, safety and other incidents according to prescribed procedures.</li> <li>• Utilize proper procedures for safe handling, storage and disposal of chemicals/cleaning materials and/or hazardous chemicals; utilize proper cleaning materials/chemicals and proper equipment/tools for various surfaces.</li> <li>• Lock and/unlock buildings and designated interior areas/spaces in accordance with proper procedures.</li> <li>• Report broken items (i.e. furniture, etc.) to the Maintenance Supervisor.</li> <li>• Supervise custodial employees; train and instruct custodians in the proper use of equipment materials and accepted custodial techniques; provide instruction on proper safety precautions; hire, train, schedule, and evaluate all custodial staff.</li> <li>• Order supplies and equipment as needed; maintain complete inventory of materials and supplies; Develop and administer the custodial department’s annual budget; provide budgetary projections; make recommendations to supervisor on problems encountered.</li> <li>• Conduct custodial staff meetings; attend weekly operational meetings; prepare reports and manuals and maintain a comprehensive custodial schedule.</li> <li>• Actively seek new and innovative ways to improve the custodial department.</li> <li>• Perform daily custodial work and assumes related duties as necessary.</li> <li>• Supervise the table/chair reservation program; prepare meeting/event/conference spaces prior to and following each event, including set up and tear down of tables, chairs, podium, pipe and drape, staging and audio visual equipment according to customer specifications/reservation contracts, as well as cleaning of these spaces prior to and following each event as needed.</li> <li>• Receive and record all incoming shipments of materials and supplies; separate and distribute to individual departments as required.</li> <li>• Assist with the campus recycling process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand and follow lost and found procedures.</li> <li>• Develop positive working relationships with staff, students, faculty, and end-users of the facilities.</li> <li>• Develop and display a strong work ethic evidenced by productivity, commitment to high quality work, and teamwork; provide support to fellow team members, other custodial areas, facilities/maintenance operations and other departments on campus.</li> <li>• Review and follow organization safety rules and policies.</li> <li>• Verify hours and sign off Kronos payroll system for Custodial Department.</li> <li>• Promote and encourage interdepartmental cooperation and collaboration.</li> <li>• Serve on USU committees as assigned.</li> <li>• Perform other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent required</li> <li>• Minimum of three (3) years custodial experience, including two (2) in a supervisory capacity or management position</li> <li>• Must possess a valid driver's license, reliable vehicle, and valid insurance as travel may be a requirement of the position</li> </ul>
<b>COMPENSATION:</b>	<b>\$16.00 - \$18.00 per hour, DOE.</b> Salary will be commensurate with experience and qualifications. Benefits include medical, dental, vision, life insurance and 401K, vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins immediately; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p><b>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.