

CALIFORNIA STATE UNIVERSITY, FRESNO, ASSOCIATION, INC.

Position Title: **Building Services/Custodian**
Part time student: 20 hours max per week

Department: University Student Union

Reports To: Custodial Supervisor, Custodian, Operations Services Manager

I. General Responsibilities: Under the general supervision of the Custodial Supervisor and the Custodian on duty, this position is responsible for performing custodial services in the University Student Union and the Satellite Student Union. Does daily cleaning maintenance as assigned, and performs special projects and set-ups and take down of tables and chairs.

II. SPECIFIC RESPONSIBILITIES

- A. Works under the direction of the Custodial Supervisor and the Custodian on duty in the daily and nightly cleaning and upkeep of the University Student Union and Satellite Student Union; cleans the facilities, including but not limited to offices, hallways, restrooms, conference rooms, recreation facilities, production facilities, lounges, etc.
- B. Performs cleaning of restrooms, walls, windows, shampoo furniture and carpets, empties trash cans, strip and wax floors, replenishes supplies; and performs other duties on the interior and exterior of the facilities.
- C. Locks and unlocks the USU and SSU in accordance with security procedures as assigned.
- D. Utilizes the proper cleaning materials/chemicals for various floors, walls, furniture, etc., exercises correct handling of custodial supplies.
- E. Assists in setup and break downs for scheduled events in the Satellite Student Union, USU, Free Speech Area, Balcony and South Patio. Also assist's in moving up to 800 chairs and tables along with other office related equipment.
- F. Ensure customer service is conducted in a courteous and professional manner to all customers and employees.
- G. Must be able to work early morning or late afternoon and weekend shifts.
- H. Must review and follow California State University, Fresno, Association, Inc. Safety Rules and Policies.
- I. Performs other duties as assigned.

III. MINIMUM QUALIFICATIONS:

- A. Must be a Fresno State student.
- B. Experience preferred, but not necessary.
- C. Knowledge of methods, materials, chemicals, disinfectants and equipment used in custodial work preferred, but not necessary. Training will be provided.