**CSUB JOB ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>CUSTODIAN</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2126</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R05</td>
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<tr>
<td>Salary:</td>
<td>$2,319 - $3,765 per month (plus shift differential if applicable) / Non-Exempt</td>
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<tr>
<td>Department:</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint Valid CA Driver’s License (or ability to obtain by point of hire)</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>March 3, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>March 17, 2017</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Within the Business and Administrative Services Division, Facilities Management is responsible for the continued maintenance of campus facilities and grounds, for providing services in a reasonable and timely manner, and for maintaining a quality oriented organization geared toward the enhancement of the educational environment.

Custodians provide general cleaning and custodial services and support for assigned buildings, facilities, structures and adjacent areas and/or portions thereof, including, but not limited to, campus offices, classrooms, science laboratories, art rooms, auditoriums, gymnasiums, locker rooms, health and child care centers, student residences, patios, entryways, walkways, and workshops.

**DUTIES:** Work assignments typically include some or all of the following:

**Cleaning Tasks**

- Clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces;
- Cleaning glass doors, windows, and blinds;

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- Cleaning off graffiti; cleaning furniture and upholstery;
- Cleaning light fixtures;
- Cleaning stairwells, walkways, and elevators and performing general housekeeping;
- Provide custodial support, including activities such as responding to custodial/cleaning emergencies;
- Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials;
- Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties;
- Polishing woodwork and metal surfaces;

Restroom Maintenance
- Cleaning and disinfecting toilets, urinals, sinks
- Cleaning walls, mirrors, restroom fixtures
- Emptying the trash
- Replenishing supplies;

Floor Maintenance
- Clean and maintain campus floors, including sweeping;
- Dry and/or wet mopping;
- Stripping, sealing, waxing, and polishing floors;
- Vacuuming;
- Spot and deep cleaning of carpets;
- Use and care for powered floor cleaning equipment;

Repairs and Maintenance
- Replacing lamps in light fixtures;
- Making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing feet on chairs and tables;
- Provide general campus support by reporting facility repair needs identified during custodial rounds;

Set-ups
- Arranging and setting up furniture, equipment, and related items;
- Serving as a special event custodian;
- Participating in campus event set-up and clean up

Trash removal
- Removing trash and recyclables;

Access Control
- Safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows;

Driving
- May be required to use a motor vehicle, such as a truck, or electric cart to transport custodial equipment, materials, and supplies.

Other Job Duties
- Perform other job-related duties and special projects as assigned
- Attend Training and maintain skill currency as appropriate to safely and effectively complete assignments

REQUIRED QUALIFICATIONS: Requires a high school diploma or equivalent and one year of recent (within 3 years) experience in industrial custodial maintenance work. Incumbent must possess a valid CA driver’s license (attach copy to application) or ability to obtain by date of hire, and successfully pass a pre-employment physical exam and background/fingerprint check. Incumbent must also have the ability to perform the following functions and work under described conditions below:
- Use and care for custodial equipment and supplies required.
- Observe and use safe working practices.
- Frequent and intermittent standing and walking up and down stairs on even and uneven ground.
- Continuous use of hands for grasping, fine manipulation, twisting, fingering and gross manipulation.
- Occasional to frequent reaching above, at and below shoulder level.
- Occasional to frequent pushing and pulling, bending, stooping and twisting.

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• Lifting and carrying of up to 50 lbs.
• Perform strenuous tasks (i.e. push full commercial type 3-yard trash bin).
• Repetitive use of hands and arms.
• Exposure to dust, fumes and chemicals.
• Follow simple oral and written directions; read and write at a level appropriate to the duties of the position.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• The ability to operate specific machines and/or equipment used in custodial services: vacuums - wet and dry, floor scrubbers, carpet extractors, burnishers, and blowers.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform, work as needed don an emergency basis.

PREFERRED QUALIFICATIONS:
• Three years of recent experience (within past 5 years) in industrial custodial maintenance work.
• Experience working in a college or university custodial department.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: 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.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted. Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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