

California State University, Fresno Association, Inc.

CUSTODIAN

JOB ANNOUNCEMENT – ASSN #13-598

POSITION

Part-time, non-benefited position with the California State University, Fresno Association - University Student Union. This position will cover the graveyard shift from 12 a.m. to 6:30 a.m. and may include weekends. The position will work a maximum of 20-25 hours per week. The University Student Union (USU) is commonly referred to on campus as the home for campus life, supporting the educational mission of the University by providing an environment in which all students have an equal opportunity for personal development. The facility houses conference rooms, social and study lounges, Food Court, Information Center, Recreation Center, multi-purpose events hall; Student Life and Development, Student Government, PR/Graphics, Student Leadership Center, Pavilion space with retail outlets, outdoor and social space and administrative offices.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Custodial Supervisor, this position is responsible for performing custodial services in the University Student Union and the Satellite Student Union. The individual in this position will be responsible for a variety of jobs in the USU area which may involve, but is not limited to, the following:

- Daily facility set-ups of University Student Union and Satellite Student Union, including but not limited to moving, lifting and arranging 600-800 chairs and tables
- Daily cleaning of the facilities, including but not limited to offices, hallways, restrooms, conference rooms, recreation facilities, production facilities, lounges, restrooms, walls, and windows
- Restocking supplies and emptying trash receptacles
- Maintenance as assigned, including reporting broken items (i.e., furniture, etc.)
- Locking and unlocking the building in accordance with security procedures as assigned
- Assist in set-ups for scheduled events and helps in moving furniture and other office related equipment
- Assisting with shampooing furniture and carpets; stripping and waxing floors
- Helping perform other duties on the interior and exterior of the facilities
- Performing other duties as assigned

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

The ideal candidate should possess:

- Knowledge methods, materials, chemicals, disinfectants and equipment used in custodial work.
- Ability to stand and walk for extended periods of time
- Ability to reach with hands/arms, manual dexterity and hand-eye coordination, stoop, kneel, crouch, crawl and climb
- Ability to lift and/or move objects weighing up to 50 pounds and use motorized or electric vehicles/equipment
- Specific abilities required by this job include corrected hearing and vision to normal range

EDUCATION:

High school diploma or general education degree (GED).

SALARY: \$11.00 per hour

FILING DEADLINE: Open until filled.

TO APPLY: Visit our web site at www.auxiliary.com for job announcement and application.

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Avenue
Fresno, CA 93710 Fax: (559) 278-0988

Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETE AUXILIARY APPLICATION

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER