

HUMBOLDT STATE UNIVERSITY



Custodian (Pool)

Facilities Management

Job #18-83

Close Date: Sunday, August 21, 2022

(Job #18-83) Custodian (Pool), \$16.80-\$24.21/hour. Appointments are typically made at the beginning of the salary range. This is a temporary, intermittent hourly, non-benefitted, non-exempt, on-call position in Facilities Management. This recruitment is for a pool to be used to fill temporary vacancies throughout the year.

Position Summary: Under the general supervision of the Custodial Supervisor and with lead work direction provided by the Lead Custodian, incumbents will perform general cleaning and custodial care and support in assigned University facilities and areas.

Duties:

- Responsible to maintain assigned areas including dusting and cleaning surfaces; removing trash and recyclables; cleaning restrooms, glass doors, windows, and blinds; cleaning off graffiti; cleaning furniture; cleaning light fixtures and exposed ducts/conduits and other building fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways and elevators; and performing general housekeeping.
- Responsible to clean and maintain floors, including sweeping, dry and/or wet mopping, stripping, sealing, waxing and polishing; vacuuming; spot and full cleaning of carpets.
- Provides support, including activities such as responding to custodial emergencies; replacing lamps in light fixtures; safeguarding assigned areas from unauthorized use; arranging and setting up furniture, equipment, and related items; and making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws and replacing feet on chairs and tables.
- Assists with building security by locking doors and windows, setting alarms, notifying campus police of suspicious activity, and reporting vandalism.

Minimum Qualifications: Ability to read and write at a level appropriate to the duties of the position and follow verbal and written instructions to ensure safety. Ability and knowledge to operate and care for custodial equipment and supplies properly. Ability to perform work involving regular physical activity including moving up to 50 pounds; and establish and maintain cooperative work relationships. Possession of a valid driver's license is required.

Required Knowledge, Skills, and Abilities:

- Knowledge and ability to safely operate and maintain appropriate hand and powered equipment and tools, supplies and materials to perform assigned duties.
- Knowledge, skills, and ability to effectively clean and maintain assigned areas including restrooms, alt surfaces and materials, floors and stairs, ceilings, doors and windows, furniture and upholstery, and any other facilities or facilities components as assigned.
- Ability to transport equipment, materials, supplies in a safe and appropriate manner Knowledge and understanding of the safe use, storage and transport of cleaning chemicals.
- Ability to use both computer based systems to track work orders and time reporting, and two-way radios for communication
- Ability to understand the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and interpret Safety Data Sheets (SDS) as appropriate.
- Ability to work independently or as part of a collaborative custodial and Facilities Management team.
- Ability to follow established policy and procedure, to include safety requirements and safe work practices and methods as required.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals from diverse populations.
- Ability to perform the strenuous work required to complete the duties required of the position.
- Ability to observe safety requirements and safe work practices and methods.
- Ability to work independently with general supervision to accomplish assigned tasks.
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions.
- Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

Preferred Qualification: Previous custodial position in a university or large institutional setting.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <https://apply.interfolio.com/59287>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Sunday, August 22, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 2010

Publication Date: January 7, 2019

Revised: January 23, 2019

Revised: July 11, 2019

Revised: June 22, 2020

Revised: August 18, 2021



See more photos at [Humboldt State University's Flickr page](#).