

# CAL POLY HUMBOLDT



## Custodian

### Facilities Management

#### Job #22-31

Close Date: Sunday, March 27, 2022

**(Job #22-31) Custodian, \$3,120 – 4,196 monthly.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, non-exempt, 12-month pay plan, permanent position with a one-year probationary period in Facilities Management. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

***Now is an exciting time to join Facilities Management as we transition to Cal Poly Humboldt!*** Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).

**Position Summary:** Under general supervision of the Custodial Services Manager and/or 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.

#### **Key Responsibilities:**

- 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 foos on chairs and tables.
- Assists with building security by locking doors, windows, setting alarms, notifying campus police of suspicious activity and reporting vandalism.

**Knowledge, Skills, and Abilities Associated with this Position Include:**

- 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, all 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 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
- Ability to communicate effectively and work harmoniously with a wide variety of individuals from diverse backgrounds
- Ability to perform the strenuous work required to complete the duties required of the position
- Ability to use custodial systems such as those used to track work orders and two-way radios for communication and obtain warehouse supplies
- 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

**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.

**Preferred Qualifications:**

- Previous custodial experience in an institutional or university 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

- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/103556>

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Sunday, March 27, 2022.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt 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). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt 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.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt 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 135,500. 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.

*Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.*

*CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to [hr@campus.edu](mailto:hr@campus.edu).*

*Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.*

**CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)**

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.*

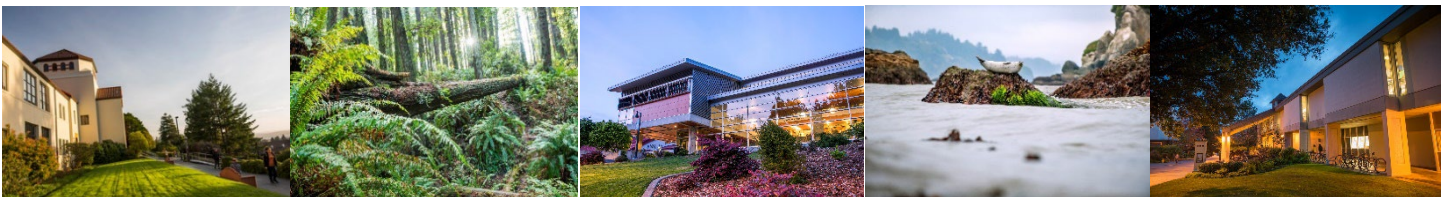
*Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Cal Poly Humboldt 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. Mandated Reporting: This position may be 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.*

*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: March 1, 2022



See more photos at [Cal Poly Humboldt's Flickr page](#).