



### STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Custodial Assistant</b>   |
| <b>Department:</b>   | Custodial Services   |
| <b>Hourly Rate:</b>  | \$11.00  |
| <b>Posting Date:</b> | February 15, 2017  |
| <b>Work Hours:</b>   | Up to 20 hours a week; shifts based on operational need of the organization; evening and weekend hours may be required |

**General Duties:**

Under general supervision from the Custodial Services Coordinator, the Custodial Assistant performs routine and non-routine tasks in support of Custodial Services and is responsible for performing general custodial tasks. Respond to a variety of customer inquiries and requests for information in a timely and professional manner. Accurately communicate information regarding Associated Students, Inc. (ASI) and Bronco Student Center (BSC) events. Remain current on and knowledgeable of ASI and BSC events, programs and services. Vacuum, dust, sweep and mop floors. Clean windows, drinking fountains and elevators. Disinfect tables and restrooms. Empty trash and sort recyclables. Perform other duties as assigned

**Qualifications:**

Experience cleaning including use of carpet extractor and floor buffing machines  
Familiarity with chemical use in cleaning restrooms and refinishing floors  
Ability to work independently and with a team  
Ability to observe safety requirements and safe work practices and methods  
Ability to work under general supervision  
Ability to establish and maintain cooperative working relationships  
Ability to read and write at a level appropriate to the duties of the position  
Ability to perform work involving regular physical activity  
Ability to follow routine verbal and written instructions  
Ability to effectively communicate clearly and concisely, both verbally and in writing  
Ability to maintain professional work conduct  
Ability to make independent decisions and make recommendations  
Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision  
Demonstrated ability to work with a diverse student population and campus community  
Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use

**Work Environment:**

Frequently required to **push, pull, walk** and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 50 pounds.

**Employment Eligibility:**

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at ASI Human Resources located on the second floor of the Bronco Student Center, Room 2325 or online at the ASI website: [www.asi.cpp.edu/hr](http://www.asi.cpp.edu/hr)

**Mandated Reporting Requirement:**

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

**Systemwide Smoke and Tobacco Free Environment EO 1108:**

Effective September 1, 2017, the Cal Poly Pomona campus will become a smoke-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

**About Associated Students Incorporated:**

Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.