



OPENING FOR
EVENING CUSTODIAN
ASI Custodial Services

ANTICIPATED HIRING PAY RATE: \$15.00 per hour

This is an hourly, non-exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.

Work Schedule

Two positions are available, must be available to work second shift

One position will work **Wednesday-Friday 10:00am-7:00pm and Saturday and Sunday from 8:00am-5:00pm**

The other position will work **Monday-Friday from 2:00pm- 11:00pm**

Work hours are determined by operational needs; occasional weekends and morning hours required.
Must be available for any emergency situations as determined by ASI and the University.

THE POSITION

Under the general supervision of the Custodial Coordinator, the Custodian provides general cleaning and custodial care and support for assigned facilities, structures and adjacent areas and/or portions thereof works with and assists lead custodian and student assistants engaged in custodial work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Regularly performs a variety of skilled and semi-skilled custodial tasks
- Cleans and maintains assigned areas; removes trash and recyclables
- Identifies and organizes necessary work materials and equipment, which may include loading and unloading
- Operates and maintains appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties
- Reports and responds to emergency calls for custodial assistance
- Reports facility and equipment repair needs identified during custodial rounds
- Attends and assists in the development and execution of departmental meetings and trainings
- Assists with department safety and emergency programs by properly utilizing and maintaining equipment, supplies, and Material Safety Data (MSD) records in compliance with the Division of Occupational Safety and Health (Cal/OSHA) standards
- Assists with the evaluation of custodial services and student staff
- Assists Lead Custodian with coordinating the schedules of custodial student staff to meet the operational needs of ASI facilities
- Assists Lead Custodian in planning and coordinating custodial and facility projects
- Participates in daily inspections of ASI facilities
- Serves in the capacity of Lead Custodian in his/her absence
- Performs other duties as assigned

QUALIFICATIONS

- Equivalent to graduation from high school, preferred
- Minimum two years of custodial, janitorial, or similar experience
- General knowledge of methods, materials, chemicals and equipment used in custodial duties
- Working knowledge of safety and sanitation measures appropriate for custodial work
- Ability to work independently and with a team
- Ability to observe safety requirements and safe work practices and methods

- Ability to use custodial systems such as those used to track work orders and two-way radios for communication
- Ability to analyze situations and take immediate action
- Ability to guide the work of student assistants and provide on-the-job training
- Demonstrate ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Ability to establish and maintain cooperative working relationships
- Ability to communicate clearly and effectively, both orally and in writing
- 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 meet lifting requirements of up to 50 pounds
- Ability to operate an office work station using word processing, spreadsheet and other software

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity and eye-hand coordination; verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend, crawl, and climb. Frequently required to use, mix and store chemicals including disinfectant, glass and neutral floor cleaners. Frequently required to operate heavy equipment including walking behind battery operated and manual auto scrubbers, manual carpet extractors and manual vacuum cleaners.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35-1216
Pomona, CA 91768

Phone: (909) 979 - 5546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (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 Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

SYSTEMWIDE Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

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.