



University Student Union

CALIFORNIA STATE UNIVERSITY, FRESNO, ASSOCIATION, INC.

Position Title: **Building Services/Custodian**
Part time student: 20 hours max per week

Department: University Student Union

Reports To: Custodial Supervisor, Custodian, Operations Services Manager

I. General Responsibilities: Under the general supervision of the Custodial Supervisor and the Custodian on duty, this position is responsible for performing custodial services in the University Student Union and the Satellite Student Union. Does daily cleaning maintenance as assigned, and performs special projects and set-ups.

II. SPECIFIC RESPONSIBILITIES

- A. Works under the direction of the Custodial Supervisor and the Custodian on duty in the daily and nightly cleaning and upkeep of the University Student Union and Satellite Student Union; helps clean the facilities, including but not limited to offices, hallways, restrooms, conference rooms, recreation facilities, production facilities, lounges, etc.
- B. Helps in the cleaning of restrooms, walls, windows, helps shampoo furniture and carpets, empties trash cans, helps strip and wax floors, replenishes supplies; and performs other duties on the interior and exterior of the facilities.
- C. Locks and unlocks the building in accordance with security procedures as assigned.
- D. Utilizes the proper cleaning materials/chemicals for various floors, walls, furniture, etc., exercises correct handling of custodial supplies.
- E. Assists in setups for scheduled events and cooperates in moving furniture and other office related equipment.
- F. Must be able to work early morning or late afternoon and weekend shifts.
- G. Must review and follow California State University, Fresno, Association, Inc. Safety Rules and Policies.
- H. Performs other duties as assigned.

III. MINIMUM QUALIFICATIONS:

- A. Must be a Fresno State student.

Student employment opportunities are for students currently enrolled at Fresno State in a minimum of at least 6 units for **Undergraduate** students with a minimum GPA of 2.00 per previous semester. **International undergraduate** students are required to be enrolled in a minimum of 12 units, with a minimum cumulative GPA of 2.00 and to provide documentation of appropriate and required work forms.

Graduate students must be enrolled for a minimum of at least 4 units with a cumulative GPA of 3.00. **International graduate** students are required to be enrolled in minimum of 9 units.

B. Experience helpful, but not necessary.

C. Knowledge of methods, materials, chemicals, disinfectants and equipment used in custodial work helpful, but not necessary. Will train.