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**CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.**

**Position Title:** Building Services/Custodian/Setup Crew

Part Time Student: 20 hours max per week

**Department:** University Student Union

**Reports To:** Custodial Supervisor, Custodian on Duty, and Operations Services Supervisor

1. **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 for the University Student Union conference rooms and Satellite Student Union. Performs other duties as assigned.
2. **SPECIFIC RESPONSIBILITIES**
   1. 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 facilities, including offices, restrooms, conference rooms, recreation facilities, lounges, kitchen areas, pavilion, food court, and other areas as needed.
   2. Helps clean restrooms, walls, windows, shampoo furniture and carpets, empties trash cans, helps strip and wax floors, cleans spills, vacuums, mops, replenishes supplies, and performs other duties on the interior and exterior of facilities. Utilizes and exercises correct handling of proper cleaning materials/chemicals for various floors, walls, and furniture.
   3. Locks and unlocks the buildings in accordance with security procedures as assigned.
   4. Utilizes the proper cleaning materials/chemicals for various floors, walls, furniture, etc., exercises correct handling of custodial supplies.
   5. Assists in setups and breakdowns of conference rooms and other facilities, for scheduled events in the Satellite Student Union, University Student Union, outdoor areas, Speakers Platform, USU Balcony and South Patio. Also assist in moving up to 800 chairs and tables along with other office related equipment.
   6. Must be able to work early mornings or late afternoon and weekend shifts.
   7. Must review and follow California State University, Fresno Association, Inc. Safety Rules and Policies.
   8. Work effectively with coworkers, customers, and others by sharing ideas in a constructive and positive manner; listen to and objectively consider ideas and suggestions from others; keep commitments; keep others informed of work progress, timetables, and issues; and address problems and issues constructively to find mutually acceptable and practical business solutions.
   9. Perform other duties as assigned.
3. **MINIMUM QUALIFICATIONS**
4. Must be dependable, responsible, personable, friendly, and work well with diverse populations, including faculty, staff, students, and the general public.
5. Must be a Fresno State student: student employment opportunities are for students currently enrolled at Fresno State. ***Undergraduate*** students must be enrolled in a minimum of six (6) semester units and have a minimum cumulative GPA of 2.00. ***International undergraduate*** students must be enrolled in a minimum of twelve (12) semester units, have a minimum cumulative GPA of 2.00, and able to provide documentation of appropriate and required work forms. ***Graduate*** students must be enrolled in a minimum of four (4) semester units and have a cumulative GPA of 3.00. ***International graduate*** students must be enrolled in a minimum of nine (9) semester units, have a minimum cumulative GPA of 3.00, and able to provide documentation of appropriate and required work forms.