

**Lead Custodian, Family Housing (5113C) 70258**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=237953>

Downloaded On: Jun. 29, 2024 4:13pm

Posted Jun. 20, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Lead Custodian, Family Housing (5113C) 70258
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Facilities/Maintenance/Transportation
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**Job Description**

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, residential life programs, facilities services (maintenance/design, custodial, desk operations) self-operated dining services for undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants, and manages several faculty apartments.

### Application Review Date

The First Review Date for this job is July 1, 2024

### Responsibilities

### Direction and Training

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- Works with custodial supervisor to plan daily and weekly work assignments.
- Provides leadership, directs, supports and trains Sr. Custodians to properly carry out assignments.
- Monitors performance of Sr. Custodians to identify training needs and works with the supervisor to provide the needed training.
- Communicates concerns and recommends solutions to management (e.g. staffing, equipment, cleaning products, etc.).
- Identifies and plans with the supervisor special cleaning as needed in the unit. Ensures that this special cleaning is done to meet departmental standards.
- Instructs staff in the safe use of chemicals and equipment.
- Assists in interviewing job applicants.
- Inventories, organizes, and orders cleaning supplies and cleaning equipment under the supervision of the custodial supervisor.
- Maintains cleaning equipment in safe working order and reports necessary repairs.
- Assures staff keys and security are handled according to departmental policies.
- Assists Custodial Supervisor with inspecting all areas on a daily basis, including work performed by outside vendors.
- Approves sick leave and vacation leave when supervisor is absent.

### Communications and Customer Service

- Communicate with supervisors and managers regularly.
- Communicate with all levels of staff and customers verbally and in writing.
- Provide excellent customer service.
- Train staff in customer service best practices.
- Collaborate with various groups and entities to support the mission of RSSP and Family Housing.
- Work cooperatively with other units, such as Front Office, Maintenance, Resident Programs, Recreation, Grounds.

### Cleaning Duties (Apartment interiors)

- Clean vacant apartments. Clean all interior surfaces including, but not limited to: appliances and components, sinks, counters, cabinets & shelving, walls, doors & woodwork, exhaust fan grills, bathroom fixtures, windows, screens and window components, light fixtures & lenses, outlet and switch plates, door jambs, and room heaters.
- Clean ovens, stovetops, and stove parts in hot tank.

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- Replace/repair shades, shower curtains and blinds, toilet seats.
- Clean, sweep, strip, wax, buff, reseal floors; vacuum, steam clean and spot clean carpets.
- Clean and scrape baseboards. Remove mildew and mold as needed from room interiors.
- Remove abandoned property, debris and trash from interior apartments, storage lockers, and exterior apartment areas (balconies, patios, breezeways, stairwells).
- Remove cob webs. Move heavy cleaning equipment to various work sites as needed.

### Cleaning Duties (Apartment Exteriors)

- Apartment entries: Clean doors and frames. Remove decals and adhesives on siding. Remove dirt, stains, cobwebs, graffiti, chalk marks. Sweep and remove trash from sidewalk entrances and exterior stairways. Clean light fixtures.
- Apartment rear areas/patios/balconies: Wipe down exterior wall areas. Sweep down balcony joist framing over patio. Clean sliding door exterior and track. Sweep/clean/ remove cobwebs on picket fence and railings.
- Remove trash from immediate building areas.
- Inside and outside stairwells: Sweep landings/stairs.
- Clean doors and frames on interiors and exteriors.
- Remove wall and floor stains, drawings, posters, cobwebs, trash, etc.
- Vacuum, spot remove, and steam clean common hallway carpets, clean walls, remove cobwebs, clean windows and door glass, sweep entrances and stairs; remove nuisance items.
- Sweep or use blower around trash/recycling bins, stairs and parking areas as necessary.
- Remove recycling and clean around mailbox areas.

### Cleaning Duties (Laundries, Mail Areas, Offices, Study Centers and Other Common Buildings)

- Clean all exterior windows and frames
- Wipe down siding, wash walls, remove graffiti, cobwebs, chalk drawings, and flyers, ads, posters.
- Clean doors and frames on the exteriors and interiors; sweep entry overhead framing
- Sweep walkway entrances and mail area.
- Wipe down mailboxes, remove unauthorized flyers.
- Remove junk mail and trash from immediate vicinity of laundry rooms.
- Remove dryer lint from exterior vent and immediate area. Clean light fixtures and lenses.
- Collect and discard trash, change liners; sweep and mop floor, clean appliances, remove litters from inside dryers, wipe off counters, move abandoned items and deposit in recycling bins; remove cobwebs from walls, sweep entrances and shake areas rugs.

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- Report broken washers and dryers to office.
- Other interior and exterior buildings/areas as assigned including but not limited to: Academic & Study centers, Office buildings, Community Centers, CDFs.
- Vacuum, steam clean, and spot remove carpet, sweep and mop floors, dust furniture, computers, and file cabinets, collect/ remove trash and recycle, change liners, clean restrooms and kitchen, refill paper towel, tissues, safeguard covers and hand soap dispensers.

### Required Qualifications

- Knowledge and advanced skills with floor care (burnish, strip, seal and wax and appropriate use of chemical/cleaning agents), carpet care (extractions, shampoo, drying, dry cleaning and appropriate use of chemical/cleaning agents), equipment types, use and safety.
- Advanced ability with procuring equipment, supplies and chemicals.
- Knowledge of the use of "green products".
- Knowledge and training of chemical safety.
- Understanding of the MSDS (Materials Safety Data Sheets).
- Knowledge and relationship building with a variety of vendors, basic maintenance skills.
- Demonstrated ability to organize and manage custodial supply inventory.
- Basic project management skills.
- Intermediate job knowledge of planning and scheduling staff workloads and hours, employee training (job, equipment and safety) and knowledge and implementation of UC policies and procedures.
- Basic computer skills: MS Word, Excel, CalTime, email, TMA maintenance request system; familiar with Smart phone functions.
- Knowledge of the basic functions of a digital camera and downloading images.
- Corresponds with customers, students, peers, subordinates, supervisors and other campus departments verbally and in writing.
- Ability to provide professional and quality customer service with a diverse clientele.
- Ability to work with multiple competing demands, under pressure, with minimum direction.
- Ability to work with repetitive motion.
- Ability to cost compare services and equipment to maintain budget constraints.

### Preferred Qualifications

- Ability to communicate verbally and in writing bilingually (including English).
- Advance knowledge of professional custodial services.

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- Experience with all types of floor equipment (i.e. wet vacuum, high speed buffer, blowers, extractors, host machine, pressure washer, dehumidifier, micro-scrubber, Auto Scrubber machine, and battery operated high speed for large areas). Experience with Gym floors.
- Window washing knowledge and use of platform up to three story building.

### Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly rate that the University reasonably expects to pay for this position is \$26.84 (step 8.0).

### How to Apply

To apply, please submit your resume and cover letter.

### Driving Required

A valid driver's license and DMV check for driving record is required.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

#### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

#### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

#### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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