

Lead Custodian (5113C), Housing & Dining - 71534
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242830>

Downloaded On: Aug. 10, 2024 1:26pm

Posted Aug. 7, 2024, set to expire Dec. 4, 2024

Job Title Lead Custodian (5113C), Housing & Dining - 71534
Department Berkeley Dining
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 7, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/5499822>

Apply By Email

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, 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



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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.

Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training table, early childhood meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

Application Review Date

The First Review Date for this job is: Monday, August 19, 2024

Responsibilities

Direction and Training

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- Work with manager to plan daily and weekly work assignments.
- Provide leadership, direct, and train custodians, food service, and student staff to properly carry out assignments, safe use of products and equipment.
- Monitor their performance, identify training needs, and work with manager to provide training.
- Communicate concerns and recommends solutions to management (e.g. staffing, equipment, cleaning products, etc.)
- With manager: identify, plan, and implement special cleaning projects; inventory, organize, and order supplies and equipment.
- Maintain and secure cleaning equipment in safe working order and report necessary repairs.
- May secure unit when closing in evening in manager's absence.
- Provide oversight and mentoring of food service workers and student staff
- Perform other related duties as assigned.

General Cleaning

- For all dining areas: break down cardboard boxes and correctly sort / dispose of trash, compost, recyclable and other products.
- Clean and maintain supplies in all dining service bathrooms.
- Clean-power washing when appropriate-walls, baseboards, mats, drains and vents, glass windows and doors, entryways, service lines, refrigerators, carts, trayveyor, dishroom, trash containers, trash collection areas, entrance, loading dock and perimeter.
- Spot clean carpets. Sweep, strip, mop, buff, wax, and vacuum all floors in all facilities associated with Berkeley Dining.
- Clean pots, pans, utensils and steam jacketed kettles; put clean items away.
- Operate, clean, and maintain pot washing equipment, floor scrubber, buffer, water vacuum, vacuum cleaner, dish machine, portable steam cleaner, mops and brooms.
- Assist in cleaning all food service equipment on a regular basis.
- Work and direct staff in dish room and pot-washing areas.
- Safely use cleaning chemicals.

Customer Service

Provide customer service during meal periods to include the following:

- Clean up spills, keep floors clear of debris, and remove trash.
- Set-up, prepare, replenish, distribute beverages, ice and supplies in designated areas to ensure

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availability in a timely manner to meet customer demand.

- Ensure all operational areas are clean and organized in a timely manner to meet customer demand.
- Establish and maintain positive relations with our customers.
- Listen, and if possible, resolves customers' needs and reports them to the manager and/or supervisor. Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction.
- Responsible for practicing good stewardship with university and customer resources.
- Prevents cross-contamination - the transfer of pathogens (any agent that can cause disease) from one surface or food to another.
- Be aware of potential allergens - any substance that induces an allergy such as dairy, wheat, eggs, soy, fish and shellfish, and nuts.
- Be ready to answer questions about a dish that may contain an allergen.
- Make sure allergen is not transferred from one surface or food to another surface or food not containing the allergen. - follow recipes and no secret ingredients.
- May be asked to assist in other areas of the operation working down in classification.

Departmental Responsibilities

- Act as liaison/representative of custodial group.
- Participate in interviews for new custodians.
- Communicate concerns to Unit Safety Committee Representatives.
- With manager, inspect unit during safety inspections.
- May serve as liaison with the Housing Custodian Supervisor when coordinating projects that affect both Berkeley Dining and Housing.
- Drive to pick up or deliver materials to other units.
- Professional development and other duties as assigned.

Required Qualifications

- Minimum of 3 years of work experience in custodial service
- Basic skill to evaluate, trouble-shoot inquiries, establish priorities, follow plans and complete goals.
- Ability to work with multiple competing demands, under pressure, with minimum direction.
- Experience directing other staff.
- Experience maintaining cleanliness and sanitation in a high-volume kitchen/dining area.

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- Custodial cleaning operation experience, including experience in use of custodial equipment such as
- buffers and floor machines, power washers, blowers, and vacuum cleaners.
- Knowledge of chemicals used in cleaning.
- Knowledge of sanitation procedures.
- Knowledge of cleaning products and methods used to maintain different types of floor surfaces.
- Knowledge of healthy and safe work practices, personal protective equipment (PPEs), MSDS and SDS sheets
- Experience following directions related to job responsibilities and sanitation requirements.
- Ability to maintain respectful, civil, professional, and customer-friendly behavior.
- Excellent customer service skills, which include ability to take customer requests in customer-friendly
- manner and follow through.
- Ability to work within a team environment.
- Must have basic English skills (reading, writing, listening, speaking) and math skills related to the safe and
- efficient performance of the job.
- Ability to comprehend technical and safety documentation and follow oral and written instructions related to
- the use of position-related equipment, tools, and the safe use of chemicals.
- Basic skill to evaluate, trouble-shoot inquiries, establish priorities, follow plans and complete
- goals/objectives.
- Must be able to lift and carry up to 50 lbs.

Preferred Qualifications

- Experience in overseeing custodial services, preferably in food service operation.
- ServSafe or Food Service Handler Certification.

Salary & 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

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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 salary or hourly range that the University reasonably expects to pay for this position is \$26.84 - \$30.83, Steps 8.0 - 15.0. This is a non-exempt, hourly, bi-weekly paid position.
- This is a full-time, Partial-Year Career position.
- This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>.
- Partial-year appointments are career appointments established with regularly scheduled periods during which the incumbents remain employees but are not at work. These scheduled periods during which employees are not at work are designated as furloughs and are unpaid. Such scheduled periods need not be consecutive in time. Furloughs are not to exceed a total of three months in each calendar year.

How to Apply

To apply, please submit your resume and cover letter.

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 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.

Driving Required



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

Other Information

This position is not eligible for visa sponsorship.

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](#).

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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