

**Custodial Supervisor (5187U) 74258**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=248581>

Downloaded On: Nov. 13, 2024 4:22am

Posted Nov. 11, 2024, set to expire Mar. 8, 2025

<b>Job Title</b>	Custodial Supervisor (5187U) 74258
<b>Department</b>	Residential and Student Services Programs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	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, 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](http://grow.berkeley.edu).

### **Departmental Overview**

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of an Associate Vice Chancellor. RSSP provides and manages student housing, custodial and maintenance services, security/safety, capital and minor capital projects, residential education programs, self-operated dining services, campus ID card as well as early care & education services for students, faculty, and staff. RSSP also conducts a summer conference and year-round catering/events business and manages faculty apartments. RSSP's annual revenue exceeds \$160,000,000, with a \$100,000,000 operating budget, and the department employs over 2500 career, limited, contract and student employees creating a "culture of care" for students, guests, customers and stakeholders.

This position is part of the Housing and Facilities Services (H & FS) unit in RSSP which manages over 3 million square feet across 150 buildings, houses over 10,000 residents (including undergraduate/graduate students, faculty and staff) and generates over \$120,000,000 in revenue. The unit is also responsible for the oversight of campus Recreational Sports facilities operations (centers, pools, fields, marina space, etc) adding in 300,000 square feet and a \$2,800,000 budget. H & FS provides clean, safe, code compliant facilities, efficient response to concerns, a high quality experience and focus on customer service.

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The Custodial Supervisors are responsible for oversight of Custodial Services for the main campus University-owned single student housing (approximately 7500 beds in residence halls, suites and apartments), unit central buildings (includes offices, meeting rooms, gyms, program spaces, laundry rooms and restrooms), 4 Early Childhood Education centers and the Residential & Student Services Building (RSSB) which totals approximately 1.8 million square feet. In summer, there is an additional amount of limited staff hired in to assist with the conference program which effectively doubles the number of custodians the supervisors are responsible for the rest of the year.

### **Application Review Date**

The First Review Date for this job is November 21, 2024

### **Responsibilities**

- Supervises the daily activities of custodial employees. Organize, schedule, assign and coordinate the daily activities of an Lead Custodian, Senior Custodians, Grounds Custodians and limited custodians. Collaborates daily with other unit custodial supervisor to ensure all customer and unit custodial needs are met.
- Plans, organizes and directs routine custodial operations. Assign, direct and inspect the work of the custodians, including reassignments to accommodate special and temporary situations.
- Assist with custodial duties to ensure operational service levels are met.
- Trains and supervises the custodial staff to maintain an orderly, safe, and efficient cleaning operation. Orient, train, and assist career and limited custodial staff in understanding procedures and in determining and prioritizing duties
- Requires knowledge in the care and use of power equipment. Evaluates and makes recommendations for equipment, changes in cleaning methods, and work performance standards to ensure a more effective and efficient cleaning program.
- Enforces safety, hazardous materials and custodial policies and procedures are adhered to. Reports safety hazards and submits work requests for items needing repair. Reports, orally or in writing, conditions requiring a higher level repair capability.
- Enforces biohazardous materials and equipment and clean room policies and procedures. Maintain all chemical inventories for areas assigned, adhere to CAL - OSHA regulations, ensure proper hazardous waste removal, and waste water disposal.
- Enforces proper handling and mixture of chemicals.
- Maintains proper inventory needs and purchase inventory.
- Maintains scheduling within prescribed budgetary guidelines. Plans and schedules staff assignments and cleaning services. Based on workload and available people resources, reassigns staff to make certain that work is accomplished according to schedule ensuring that

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staff is fully utilized.

- Responsible for performance management. Implements performance standards and achievable yearly objectives. Periodically review site activities, meeting with staff. Responsible for providing comprehensive training to all assigned employees to include, but not limited to the following: facility orientation, safety/IIPP, job specific procedures and techniques, rules and regulations, standards and professionalism, expectations and levels of competency, quality standards, customer service and organizational values.

### **Required Qualifications**

- Working knowledge in custodial and housekeeping services.
- Verbal and written communication skills in the English language, active listening, flexibility, critical thinking, multi-task and time management.
- Working knowledge of and ability for decision making, reasoning, ability to develop original ideas to solve problems, and perform operations analysis, and quality control analysis.
- Working knowledge and skill in effective interpersonal and work leadership skills to provide guidance to other personnel.
- Basic computer applications skills.
- Bloodborne pathogen and sharps disposal training.

### **Preferred Qualifications**

- High school diploma and/or equivalent experience/training

### **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

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$65,000-\$70,956, annually.

### **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.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **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.

### **Equal Employment Opportunity**

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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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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