

Custodial Manager (5188U) - 78449
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257416>

Downloaded On: Jun. 1, 2025 3:46am

Posted May 27, 2025, set to expire Jul. 1, 2025

Job Title	Custodial Manager (5188U) - 78449
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

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.

The Custodial Manager is responsible for oversight of Custodial Supervisors and Services for all apartments and common areas at University Village Apartments (UVA) located in Albany, 4 miles from campus, and houses over 3,000 residents in 979 units totaling approximately 1 million square feet. In addition to UVA apartments, this position is responsible for oversight of Custodial Supervisors and Services of Intersection Apartments, Student Union, Anchor House (245 units) and xuyun runway (286

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units).

Involves managing the cleaning and housekeeping of buildings and exterior areas including classrooms, offices, auditoriums, gymnasiums, rest rooms, private rooms in residence halls and apartments. Also may involve trash and recycling material removal, meeting room set-up and hotel-like room servicing, and floor care. Serves residents, students, faculty, staff, and conference attendees. It interacts extensively with customers, campus community, service providers, and outside contractors. Under general direction, this position performs: operational oversight of functional area, Manages custodial supervision, supply and equipment specifications and procurement administration, inventory variance reporting and periodic projections.

In the summer peak months for apartment turning, there is additional limited staff brought in to assist along with coordination with other contractors to ready units as approximately 20% of the units are vacated each June and carry re-occupancy dates in July/August.

Application Review Date

The First Review Date for this job is: 06/06/2025.

Responsibilities

Oversees daily activities of custodial employees.

- Directly assigns staff; sets standards for the quality and quantity of work produced; provides written instructions for normal operations and written or oral instructions for special assignments, and control activities.
- Inspects buildings and assigned areas for compliance with cleaning programs.
- Investigates complaints of unsatisfactory cleaning performance and takes corrective action to avoid repetition and resolve problems.
- Involved in all phases of custodial services planning, such as determining staffing levels and the development of custodial standards and specifications.
- Regularly evaluate and confirm staffing, equipment and product needs as needed.

Oversees planning, organization and direction of routine custodial operations.

- Maintain and creatively enhance professional skills and expertise by being constantly alert for newer methods, techniques, equipment, and materials that will improve the overall operation of

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the department at reduced cost.

- Provides oral and written instructions to staff for requested special services which vary from routine operations.
- Inspects buildings and assigned areas for compliance with cleaning programs.
- Investigates complaints of unsatisfactory cleaning performance and takes corrective action to avoid repetition and resolve problems.
- Interviews prospective employees and recommends selection of qualified candidates.
- Responsible for ensuring that the AFSCME collective bargaining agreement and personnel policies are adhered to; ensures the evaluation of direct report employees according to U.C. and departmental procedures.
- Hires, trains and evaluates assigned career, limited and student staff.

Oversees training and supervision of custodial staff to maintain an orderly, safe, and efficient cleaning operation.

- Determine equipment and supplies needed.
- Supervises a perpetual inventory system, including the requisitioning of new cleaning equipment and supplies.
- Ensures proper receipt, storage and distribution of equipment, materials, and supplies issued to custodial staff

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 to supervisory staff.
- Prepares periodic reports, such as work activity, cost reports, resource (people) utilization and requirements in order to advise management staff of the status of custodial operations.
- Enforces proper handling and mixture of chemicals.

Responsible for performance management.

- Establishes and implements performance standards and achievable yearly objectives for the units assigned in support of departmental goals.
- Sets training standards for new employees and ensures that standards are being met by follow-up with supervisors and by personal observations.

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- Periodically review site activities, meeting with staff, and observing the unit custodial operations under the unit custodial supervisor.
- Responsible for developing, delivering and evaluating comprehensive training to all assigned employees to include, but not limited to the following: Organizational and facility orientation, safety/IIPP, administrative procedures, job specific procedures and techniques, rules and regulations, standards and professionalism, expectations and levels of competency, quality standards, customer service and organizational values.

Maintains proper inventory needs and purchase inventory.

- Stays informed on current ergonomic equipment, green supplies and green vehicles.

Participates in developing and monitoring operational and budget processes, and staff FTE. As assigned, contributes to the preparation of the annual equipment, supply, and personnel budget for the custodial operation.

- Monitor expenditures for area supply and equipment budget (approximately \$200k) and verify payroll time reports for assigned employees.
- Review all timesheets and time card reports for accuracy (hours worked, sick and vacation leave taken) and assist with reconciling discrepancies prior to deadlines.
- Approves and controls vacation, sick leave, overtime and other requests.
- Maintains scheduling within prescribed budgetary guidelines.

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.

Works with outside contractors for job walk-throughs and details, contracts, performance management and payments.

Required Qualifications

- Solid knowledge in custodial and housekeeping services.
- Solid verbal and written communication skills in the English language, active listening, flexibility,

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- critical thinking, multi-task and time management.
- Solid decision making and reasoning skills, ability to develop original ideas to solve problems, and perform operations analysis and quality control analysis.
 - Solid and effective interpersonal and work leadership skills to provide guidance to other personnel.
 - Knowledge of safe work practices.
 - Demonstrated customer service skills.
 - Ability to establish priorities follows plans, & complete goals/objectives.
 - Bloodborne pathogen and sharps disposal training.
 - 5 years of work experience in custodial services.
 - Requires advanced knowledge of professional custodial services experience including: methods, equipment and chemicals used in performing professional custodial services work.
 - Experience with all types of floors, power wash, recycling, and carpets.
 - Requires knowledge in the care and use of power equipment.

Preferred Qualifications

- High school diploma and/or equivalent training/experience.
- 5 years of work experience in custodial services, preferably in a college/university housing, hotel or property management operation.

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 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 annual salary range that the University reasonably expects to pay for this position is

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\$87,000.00 - \$93,876.00.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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

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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

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