

Lead Custodian (5113C) - 64055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=229385>

Downloaded On: May. 15, 2024 2:32am

Posted Jan. 23, 2024, set to expire Jun. 30, 2024

Job Title Lead Custodian (5113C) - 64055

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Jan. 23, 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/4956042>

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

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.

Position Summary

Under the direct supervision of the Custodial Supervisor the Lead Custodian is responsible for interior and exterior custodial duties, assisting with the direction of all custodial work and responsible for providing custodial services for all apartments and common buildings in Unit 1 Housing (e.g. central building, 5 student residence buildings, and Manville apartments).

Application Review Date

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The First Review Date for this job is: 02/06/2024.

Responsibilities

DIRECTION AND TRAINING

- Works with 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 restocks cleaning supplies and cleaning equipment under the supervision of the custodial supervisor.
- Assures staff keys and security are handled according to departmental policies.
- Assists supervisor with inspecting all areas on a regular basis, including work performed by outside vendors.

COMMUNICATIONS AND CUSTOMER SERVICE

- Communicate with supervisor regularly; communicate with all levels of staff and customers.
- Assist supervisor with training staff in customer service best practices.
- Collaborate with various groups and entities (e.g. Front Office, Maintenance, and Resident Programs, etc.).

CUSTODIAL DUTIES

Provide quality customer service during each interaction with internal and external customers.

Operate, maintain, and set up a full range of cleaning equipment. This includes, but is not limited to the following items: vacuum cleaners, buffers, pressure washing equipment, wet/dry vacuums, floor

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scrubbing and/or polishing machines.

In offices, lounges, student common areas, lobbies, hallways, stairwells, walkways, outside steps, terraces, balconies, trash and laundry rooms, kitchenettes, and other designated areas:

- Dust, wipe, and clean moldings, windowsills, handrails, door tracks, radiators, furniture, inside windows on all floors and outside windows on ground floor levels, and other designated areas.
- Sweep, mop, and clean floors and stairwells.
- Strip or scrub floors using buffers, auto scrubbers, and other designated equipment.
- Vacuum, sweep, shampoo, and spot-clean rugs, carpet and other materials.
- Clean, polish and wax floors and some furniture.
- Clean fireplaces, mantels, screens; laundry machines; kitchen appliances.
- Clean and disinfect shower stalls; urinals and toilets; wash basins/sinks; mirrors, frames and shelves; painted and/or glass walls, partitions and doors; windows; locker fronts; ceiling, light covers and vents.
- Replace paper products as needed.
- Pick up trash and debris. Clean and empty wastebaskets and other receptacles.
- Pull trash chutes.
- Remove and transfer compost and recycling items to central location.
- Clear minor drain stoppages.
- Report damage and maintenance repair needs.

Residential/Meeting Room Set-ups:

- Move and set up folding/stationary tables weighing up to 40 lbs.; arrange chairs and other furniture; clean rooms; follow check list for set- up arrangements and amenities to be provided on the tables. Clean chalk/white boards and rails.
- Perform occasional overtime and other custodial duties as requested by supervisor.

SUMMER TRANSITION

Under the direction of either the Custodial Supervisor or Lead Custodian, the position performs some or all of the following tasks when cleaning student rooms at move-out:

- Remove all trash, tacks, tape, posters, papers and any other items adhered to any surface.
- Sweep and vacuum carpeted floors.

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- As a team, move furniture weighing up to 240 lbs.; move furniture by rotation and ensure all areas of the floor are cleaned.
- Vacuum corners, under radiator, top of drapes, desk, drawers, back of drawers, foot lockers/drawer units; closets/wardrobes.
- Clean windows, sills, mirrors and light fixtures.
- Wash and damp-wipe all areas and surfaces of all furniture including closets/ wardrobes; footlockers/chests of drawers; bookcases; desks and desk chairs; chests of drawers; and under bed storage units.
- Wash and clean trash can walls, windows and tracks; and doors inside out.
- Turn mattresses and replace mattress pads.
- Report any damages.
- Collect, document location item was found, and turn any items forgotten by residents in to the Supervisor.

CONFERENCE OPERATIONS

- Make beds, both independently and as a team with another Sr. Custodian.
- As a team, move furniture weighing up to 240 lbs.
- Empty trash, clean all surfaces, vacuum/sweep, put out amenities, change towels and linen, and report any damages.
- Bag and accurately count all linen.
- Deliver linen to buildings and ensure that all linen procedures are followed.

Required Qualifications

- 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 cleaning products (including "green products") and methods used to maintain different types of floor surfaces (tile, wood, cement, carpet).
- Knowledge of healthy and safe work practices, personal protective equipment (PPEs), and MSDS sheets.
- Knowledge and relationship building with a variety of vendors.
- Demonstrated ability to organize and manage custodial supply inventory.
- Ability to work with multiple competing demands, under pressure, with minimum direction.
- 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

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procedures.

- Ability to lift up to 25 lb. and move up to 100 lb.
- Ability to learn and practice security procedures related to unlocking/locking/securing of buildings and keys.
- English skills (reading, writing, listening, speaking), including ability to read documents, MSDS and warning labels in English.
- 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.
- Ability to communicate clearly and convey information effectively in person, radio, etc.
- Ability to gain basic understanding/knowledge of University environment, mission, and operational needs.
- Ability to work with minimum of supervision in isolated areas, or in a building with heavy customer traffic.
- Basic skill to evaluate, trouble-shoot inquiries, establish priorities, follow plans and complete goals/objectives.
- Ability to maintain respectful, civil, professional, and customer-friendly behavior and work within a team environment.
- Excellent customer service skills, which include ability to take customer requests in customer-friendly manner and follow through with diverse clientele.
- High school diploma and/or equivalent experience/training.
- 3 years of work experience in custodial services.

Preferred Qualifications

- Experience in overseeing custodial services, preferably in a college/university housing, hotel or property management.
- Basic computer skills: MS Word, Excel, CalAgenda, email TMA maintenance request system.
- Knowledge of the basic functions of a digital camera and downloading images.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 salary or hourly range that the University reasonably expects to pay for this position is \$26.84 (Step 8).

How to Apply

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

Other Information

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>

- 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

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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.

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/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

jeid-92c82bd664dbc341a3711dcbcf2cfd24

Contact Information

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

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Contact

N/A

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