

### **Custodial Day Porter**

- Pay Classification:** Student Assistant Level I; \$13.50-\$14.25 per hour.
- Work Schedule:** Up to 20 hours per week as assigned.
- Training Period:** 90 days probationary period with possibility of extension.

**General Statement:**

Under the supervision of the Associate Director, Operations the Custodial Day Porter is responsible for maintaining an immaculate appearance of the Loker Student Union (LSU). The Custodial Day Porter will provide visual aesthetic service for events/programs held in the LSU, exude excellent customer service, be comfortable working with chemical, possess knowledge of Material Safety Data Sheets (MSDS/SDS), and report pertinent information/issues/needs/ideas about the visual aesthetics of the building as appropriate.

**Specific Duties & Responsibilities:**

- Complete all daily rounds as instructed which include special assignments as appropriate.
- Perform regular cleaning/up-keeping tasks (i.e. dust, sweep, mop, vacuum, window cleaning, trash disposal, etc.).
- Maintain detailed and accurate record systems while performing daily duties.
- Detail restrooms including but not limited to disinfect toilets, and product/s refills/stock.
- Conduct event-checks including but not limited to maintain event area, adjust blinds and reset furniture.
- Conduct area-checks in lounges, building entrances, stairwells for debris, dust, gum and cigarette butts.
- Perform graffiti removal, gum removal, spot removal, and carpet cleaning as needed.
- Report any malfunction of building systems.
- Sanitized drinking fountain surfaces and clean elevators.
- Ensure that loading dock area is well-maintain and boxes are baled.
- Ensure that the supply/work area is clean, well-maintained and organized.
- Work performed involves operating machinery/office equipment (i.e. carpet extractor, laminator, and copier).
- Relay all pertinent information, issues, needs, and ideas to management staff, as appropriate.
- Attend required student employee staff meetings and trainings.
- Adheres to Building Service Attendant Manual, LSU, Student Assistant Employee Handbook policies & procedures.
- Assist with other duties and/or special projects as assigned.

**Skill Requirement:**

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Possess and display excellent customer service in all interactions; maintains professional and courteous demeanor.
- Ability to work evenings weekends, and extended building hours as required and on short notice.
- Work performed involves bending, stooping, and lifting over 30 lbs.
- Self-motivated, able to work independently with minimum supervision, and apply good judgment.
- Demonstrate excellent oral and written communication skills and adhere to the instructions of others.
- Good organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks.
- Cooperative spirit in working with peers, supervisors, clients, and guests.
- Able to mix and apply chemicals for sanitation and cleaning purposes.
- Possess knowledge of LSU building operations, setup designs and facility equipment (mop, broom, ladder, etc.).
- Computer literacy: Microsoft Word and Excel.

**Employment Eligibility:**

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.

**Closing Date:**

Review of applications will begin on **Tuesday, April 30, 2019** and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an applications from our website: [www.lsucsudh.org](http://www.lsucsudh.org) click on employment or visit our administration office in the Loker Student Union Room 131.