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09-Oct-2024

Custodial Quality Assurance Inspector (FWS Eligible)

Student Worker II

105217BR

Job Description

Facilities Development and Management is seeking a Custodial Quality Assurance Inspector to assist the FDM FM Administration department.

US citizens or eligible non-citizens may not work more than an average of 25 hours a week (or 62.5 percent FTE) over a rolling twelve-month period. This maximum applies to the combined total of all jobs, including hours associated with stipends aid for services.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

FDM FM Administration SS

Full-Time/Part-Time

Part-Time

VP Code

EVP BUSINESS & FINANCE

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$14.75 per hour

Close Date

12-October-2024

Essential Duties

- Inspecting University Buildings for cleaning deficiencies on an app from phone.
- Documenting room type and taking pictures.

- Downloading and saving individual inspections by building name, room number and inspection date to a shared folder.
- Creating a work order request in TMA for each inspection and attaching inspection document to work order.

Minimum Qualifications

Requires previous knowledge or skill and/or equivalent experience or training.

Desired Qualifications

- Ability to follow instructions.
- Ability to take pictures on phone, using an app.
- Ability to refer to written documentation of custodial cleaning expectation by room type.
- Ability to ask questions.
- Ability to determine floors are clean, trash is emptied and supplies are stocked.

Working Environment

Activities are performed in an environmentally controlled office setting subject to extended periods of walking/standing with some sitting, keyboarding and manipulating a computer mouse. Required to walk and stand for varying lengths of time and travel moderate distances to perform work. Some activities may require travel throughout campus.

Department Statement

ASU Facilities Development and Management (FDM) maintains and services all university-owned property, and develops and constructs innovative and sustainable facilities. FDM's vision is to contribute to and guarantee the success of the university's mission by creating and caring for the ASU campus and environment. We provide quality customer service, effectively steward our resources, and meet the needs of the university through creative and collaborative efforts.

Must possess a valid Arizona driver's license (minimum of Class D) upon employment and maintain throughout employment. Post-offer of employment, selected candidate must possess an acceptable driving record which is 5 or fewer points in the most recent 39 month period from date of hire.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses

positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and 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, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00 PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Work reference history information for 3 current and/or former supervisors will be requested at time of interview.

Only electronic applications are accepted for this position.

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