

Employee Name: Vacant



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u><i>MPP Positions Only</i></u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position Update
--------------------------	---------------------------------------	--

Date:	October 2024
Department & Division:	Housing Facilities Services - Business & Financial Affairs
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Custodian
FLSA Status: <i>(exempt or non-exempt)</i>	Non Exempt
Working Title:	Custodian
Position Number & Job Code:	10001846 & 10008227 ; 2010 job code
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Custodial Manager, Administrator I - Position Number 10006253

I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

- The Division of Business and Financial Affairs is responsible for ensuring a safe, productive campus environment while providing the highest quality service in support of academic excellence through thoughtful stewardship of financial, technological, infrastructure, and human resources at San Diego State University.
- The Department of Facilities Services is responsible for the operation, maintenance, repair, renovation, remodel, and alteration activities in support of the academic and research mission of the university. Facilities Services employs over 200 employees (full time and students) and supports approximately 8 million square feet of buildings (including residence halls and parking structures) and 280 acres of improved and unimproved land.
- The Office of Housing Administration (OHA) is a self-funded operation responsible for planning, providing, and administering housing operations, services, and facilities with over 100 employees and over 150 student assistants with an annual operating budget exceeding \$145,000,000. OHA provides housing for over 8,500 students in 25 communities with over 2 million sq. ft. of residential facilities. The OHA manages the operation of residence halls, apartments, and conference and event spaces. The OHA supports the educational mission of the Residential Education Office (REO) while providing business operations for all housing-related functions in support of a quality environment to enhance the student educational experience.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

- The **Custodian** is a member of the Office of Housing Administration team. In conjunction with the Director, Associate Directors, other managers, staff, and students, this position assists in carrying out the mission, vision, and values, of the Office of Housing Administration and is responsible for supporting and contributing to an atmosphere that facilitates respect, inclusivity, collaboration, and growth.
- **Purpose:** Under general supervision, incumbent cleans and cares for classrooms, offices, laboratories, restrooms, common areas (hallways, lobbies) and athletic facilities (including locker rooms) in support of the academic mission; cleans and cares for individual student rooms, offices, study rooms, hallways, restrooms (including showers), trash areas, stairways, elevators and lobby areas in support of residential life.
- **Objectives:** Maintain campus facilities and residence hall facilities in a clean and sanitary condition.
- **Expectations:** Properly maintained workstation (clean offices, laboratories, classrooms, restrooms, hallways and stairwells, residence halls, etc.). A neatly organized and well-stocked custodial locker and cart with well-kept, functioning equipment. Thorough and accurate accounting of time and materials;

Employee Name: Vacant

completion of routine work assignments and performance of additional duties as assigned; consistent meeting of university custodial needs in a timely and professional manner; follow-up on every project or task to ensure that all items are completed to the satisfaction of the lead/supervisor/manager. A responsible attendance record, punctuality and consistent meeting of deadlines. Performance of work in a manner that supports and facilitates the work of others within Facilities Services and the university community. A positive and cooperative working relationship with members of the department and campus community.

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

III. CHANGES IN RESPONSIBILITIES:

- N/A

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">● Residence Hall Cleaning- washing woodwork and hard surface counters; washing and polishing furniture; cleaning whiteboards; dusting light fixtures; cleaning blinds; cleaning trash chutes (inside and out); cleaning kitchens● Restroom Cleaning- cleaning and disinfecting restroom facilities; replenishing paper and soap supplies; cleaning and sanitizing showers and shower rooms● Trash Removal- emptying wastebaskets and recycling containers● Floor and Furniture Care- sweeping, stripping, scrubbing, mopping, and waxing floors; vacuuming and shampooing rugs and carpeting; cleaning the hard surface of furnishings and upholstery shampooing.● Special Support- performs post-construction cleaning following in-house or contracted remodeling work; performing emergency clean-up (spills, flooding, graffiti, bodily fluids, etc.)● Entryway Maintenance- sweeping, mopping, and clearing cobwebs from building exterior areas at entrances and hallways; cleaning trash rooms; cleaning windows at entrances and lobbies of buildings.● Facility and Equipment Maintenance- cleaning, adjusting, and making minor repairs to custodial equipment; reporting broken items and potential hazards.	75%

Employee Name: Vacant

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> ● Caretaker Support: Anticipates building repair needs and building occupant requirements. Reports building repair needs to the Work Control Center or Residence Hall Front Desks. Provides information about the use of the building and its activities. Locks and unlocks buildings or building areas. ● Campus Closures: Tasks include additional detailed cleaning of restroom facilities; stripping and sealing floors and shampooing or spin-bonneting carpets and rugs in campus facilities/residence halls. Seasonal tasks include setting up 	10%
<ul style="list-style-type: none"> ● Special Event Support: Participates in the set up for special events and weekend functions on campus. Cooperates with faculty and staff in rearranging furniture for specific or occasional needs. As directed, acts as building custodian during such events (dances, receptions, assemblies, concerts, parties, games, etc.). Keeps certain areas secure and reports suspicious persons or activities. 	5%
<ul style="list-style-type: none"> ● Custodial Locker and Cart Maintenance- maintains and services tools and equipment used in the performance of duties; keeps cart and locker adequately stocked, in tidy and organized condition, with appropriate chemical labeling; orders custodial supplies and equipment as needed and tracks supplies as they are used; receives large quantities of supplies on various occasions. 	5%
<ul style="list-style-type: none"> ● General Support- Assists Landscape Services, Trades and Mechanical Services staff in the accomplishment of their work (projects, events, on-going programs); performs other tasks as assigned by the lead/supervisor/manager in support of the university and Facilities Services. 	5%
Total =100%	100%

V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Type of work direction (Direct or General)	Working Title
n/a		n/a

VI. POSITION REQUIREMENTS:

Employee Name: Vacant

A. List education and years of experience required that are based on the classification standards.

- None

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

- Ability to read and write at a level appropriate for the duties of the position; follow verbal and written instructions to ensure safety; operate and care for custodial equipment and supplies applicable to the position; use custodial systems such as those used to track work orders and two-way radios for communication; observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity; and establish and maintain cooperative working relationships; ability to safely move up to 50 pounds.

C. Specialized skills required for this position

- Work may include driving pickups and other automotive equipment; operating various automated machines (vacuum, buffer, power-washer, auto scrubber, extractor, etc.); lifting and transporting equipment, material and supplies up to 50 pounds (in excess of 50 pounds with assistance).

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

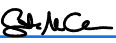

- Valid California Driver's License.

VII. PREFERRED QUALIFICATIONS:

- Prior experience in custodial services, maintenance services, or similar environment within the previous three years.
- Have knowledge in using custodial floor equipment (ride on Zambonis or walk – behind floor machines, carpet extractors, buffers, floor sweepers and restroom equipment) in the last two years.
- A working knowledge of the common methods, practices, equipment and materials used in custodial work; general knowledge of cleaning chemicals and methods of use; ability to make repairs to equipment to ensure good operating order.
- Must be flexible to work weekend shifts as needed.

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment		Date
 Cynthia Cervantes (Oct 21, 2024 10:25 PDT)		Oct 21, 2024
Appropriate Administrator Signature		Date
 Frankie Gutierrez (Oct 24, 2024 14:06 PDT)		Oct 24, 2024
Classification & Compensation Services		Date

Employee Name: Vacant

Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
F	Bending (neck)	O	Reading & Comprehending
F	Bending (waist)	O	Writing
O	Climbing	O	Performing Calculations
O	Crawling	F	Communicating Orally
O	Kneeling	O	Reasoning & Analyzing
F	Pushing/Pulling	O	Decision Making
O	Sitting	O	Directing/Coordinating Others:
O	Squatting		Other:
C	Standing	Environmental Working Conditions	
O	Twisting (neck)	O	Exposure to variations in temperature/humidity
O	Twisting (waist)	O	Exposure to chemicals, gases, dust or fumes
F	Walking	O	Operates machinery or drives motorized equipment
O	Handling Objects	F	Exposure to bio-hazards
O	Manual dexterity	N	Working in normal office environment
O	Reach above/below shoulder	O	Working outside with various weather conditions
N	Using foot controls	O	Uses specialized equipment
	Other:		Other:

Employee Name: Vacant

Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

Employee Name: Vacant

10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

Employee Name: Vacant

Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

Employee Name: Vacant

Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.
