
POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* SB-Housing & Residential Life - BS0510

Job Code/Employee Classification:* Custodian
Job Code: 2010

Classification Title: Custodian

MPP Job Code:

Position Number: Custodian
Position no: SB-00002023

CSU Working Title:* Custodian

Salary Range/Grade: 2010-RANGE A-Grade-1
Minimum: \$ 3,505.00
Maximum: \$ 4,715.00
Pay Frequency:

Reports to Supervisor: Alison Wade

Reports To:* Associate Director for Housing
Facilities
Position no: SB-00005386

Campus:* San Bernardino

Division:* Student Affairs

College/Program:* Student Affairs Division

Department:* Housing & Residential Life - BS0510

FLSA Status: Non-Exempt

Hiring Type: Temporary

Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No


Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	Yes
Access to controlled or hazardous substances:	Yes
Access/responsibility to personal info:	No
Control over Campus business processes:	No
Responsibilities requiring license or other:	Yes
Responsibility for use of commercial equipment:	Yes
Is this a Campus Security Authority (CSA):	<input checked="" type="radio"/> Yes <input type="radio"/> No
Serves a security function:	Yes
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No
Job Summary/Basic Function:*	Under general supervision, the incumbent will perform custodial duties in and around assigned buildings within the Housing Villages. The incumbent will clean areas to include but not limited to: mopping, sweeping, vacuuming, dusting, floor waxing, carpet cleaning, clean entry mats, buff floors, refilling of soap and paper dispensers, organizing and maintaining custodial supply rooms and carts, emptying of wastebaskets/refuse, cleaning and sanitizing of restrooms, showers, tubs, sinks, toilets, partition stalls, kitchen appliances such as stoves/oven, microwaves, refrigerators, tables, chairs, common areas, walls, windows, doors, desks, office furniture, Guest Housing Units, Conference rooms, vacant rooms, clean diffusers, elevator cars, graffiti removal and general cleaning of entry ways to buildings to include exterior sidewalks and ash urns. The incumbent will perform other classification-related duties as assigned.
Minimum Qualifications:*	None
Required Qualifications:	Ability to read and write at a level appropriate to 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 Custodial Series – 2 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 work relationships. Some positions may require ability to move up to 50 pounds.
Preferred Qualifications:	<ul style="list-style-type: none"> • Prior experience in a Residential Life setting is preferred. • Applicants must possess the ability to push, pull, lift and carry loads up to 50 lbs. • Applicants must possess knowledge of methods, materials, chemical disinfectants and equipment used in custodial work as well as safety practices used in custodial work. • Applicants must have the ability to maintain effective work relationships with staff and students. • Applicants must have the ability to read and write at an appropriate level. • Applicants must have the ability follow simple oral and written directions. • Applicants must have the ability to use and care for custodial supplies and equipment and observe and use safe working conditions. • Applicants must have the ability to climb ladders, reach overhead, kneel, bend over and crouch as needed.
Special Conditions:	Physical Requirements: Applicants must have the ability to climb, reach overhead, kneel, bend over and crouch as needed. Applicants must possess the ability to push, pull, lift and carry loads up to 50 lbs. Applicants must be able to use hands, arms and legs repetitively as needed. Employment is contingent upon satisfactory completion of a back evaluation, pre-employment physical examination a written test, and a fingerprint background check. Hepatitis B Virus vaccination is available on a voluntary basis upon employment. Current employees will be given preferred consideration.
License / Certification:	Valid CA driver's license and insurance.
Supervises Employees:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
If position supervises other employees; list position titles:	

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50%	Daily: deep clean resident spaces in preparation for incoming occupants; clean and sanitize bathrooms, kitchens, living rooms, bedrooms; vacuum, sweep, mop floors	Essential
15%	Daily: clean and sanitize common areas including bathrooms, kitchens, lounges, study rooms etc.	Essential
5%	Remove trash from offices, common areas, classrooms as scheduled	Essential
5%	Restock paper products, soap/sanitizer dispensers as needed	Essential
5%	Clean vents, laundry machines, appliances, furniture, equipment	Essential
5%	Wipe baseboards, window sills, door handles, light switches as required	Essential
5%	Inspect building conditions, report damages to work control	Essential
5%	Coordinate with supervisor to maintain janitorial supplies and equipment	Essential
5%	Conserve DHRE resources by monitoring water and electricity usage in the buildings. Other classification-related duties as assigned.	Essential

SELECTION CRITERIA

 There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Constantly
Climbing:	Constantly
Concentrating:	Frequently - Essential
Crawling:	Occasionally
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Occasionally
Lifting or Carrying up to 10 lbs.:	Frequently
Lifting or Carrying up to 25 lbs.:	Frequently
Lifting or Carrying up to 50 lbs.:	Frequently
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally
Pushing or Pulling:	Constantly
Reaching Overhead:	Constantly
Repetitive Motion of Upper Extremities:	Constantly
Sitting:	Occasionally
Standing:	Constantly
Stooping Kneeling or Squatting:	Frequently
Walking:	Constantly

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1
Description: Reading and comprehending, writing, communicating verbally, reasoning and analyzing.

Other Physical and Mental Req No.1 Frequency: Frequently

Other Physical & Mental Requirement No. 2
Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3
Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment: Frequently

Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Frequently
Elevated Work:	Occasionally
Extreme Temperature (hot or cold):	Frequently
Indoor (Typical office environment):	Occasionally

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:	Reading and comprehending, writing, communicating verbally, reasoning and analyzing
Other Environmental Req No.1 Frequency:	Frequently
Other Environmental Requirement No. 2 Description:	
Other Environmental Req No.2 Frequency:	
Other Environmental Requirement No. 3 Description:	
Other Environmental Req No.3 Frequency:	
Other Environmental Requirements:	

POSTING DETAILS

Advertising Summary:

Advertisement text:

USERS AND APPROVALS

Justification for Position: 1 temporary Custodians needed to help the department of Housing to prepare student resident dorms/apartments for Fall Semester. Budget/Chart Field String: B0510-HAD01-B0510-601302-10039. Anticipated Salary: \$3,338.00 per month; Working Hours; Sunday-Thursday or Tuesday-Saturday or Monday-Friday, 7:30am to 4pm; One year temporary appointment.

Hiring Administrator:* Alison Wade
Email address: Alison.Wade@csusb.edu

Approval process:* SB-HR-Position Description Approval (MPP/Staff)

1. Hiring Administrator:	Alison Wade ✓ Approved Jan 22, 2024
2. Class/Comp:	CSUSB Class and Comp Department ✓ Approved Feb 5, 2024
3. VP/VP Delegate:	CSUSB Budget Department ✓ Approved Feb 5, 2024
4. Cabinet:	Mary Christine Ulatan Robles ✓ Approved Feb 8, 2024
5. Budget Dept:	Katherine Hartley ✓ Approved Feb 13, 2024
6. TA Administrator:	Julio Arevalo ✓ Approved Feb 15, 2024

HR/Faculty Affairs Representative:* John Ronald Gungon
Email address: John.Gungon@csusb.edu