

California State University, San Bernardino
RECREATION & WELLNESS
Position Description

Position Title: Student Equipment Maintenance Custodian

Hours: 20

Supervisor: Associate Director, Operations & Development

Compensation: \$14

Shift Schedule: 5:00pm -10:00pm

Essential Responsibilities

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Understand cleaning solutions and cleaning procedures.

- Develop and implement a comprehensive way to clean facility.
- Assist with maintenance of equipment as needed and minor repairs.
- Submit a supply list of material used during shift to assist with ordering of inventory.
- Perform regular daily assignments of cleaning and/or floor maintenance, and inform supervisor on duties that task that have been completed.
- Working knowledge of the methods, chemicals, and equipment used in custodial work and the safety and sanitation practices and measures.
- Other duties as assigned.

Other Responsibilities:

- Assist with special projects as assigned.
- Contribute to the fulfillment of the Recreation & Wellness mission and values.
- Respond to emergency situations and adhere to established protocols.

Qualifications: Education: Must be enrolled student at CSUSB and have a minimum of six (6) units at California State University, San Bernardino and maintain a semester cumulative G.P.A. above 2.0. Must possess and maintain current certifications in American Red Cross CPR and First Aid. Strong interpersonal skills, the ability to cooperate with a team of 10+ individuals comprised of students and staff. Demonstrate effective organizational skills.

Benefits: Recreation and Wellness department works with school schedules. Opportunities for professional development provided as well as other department opportunities possibly available.