

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No: 576-112-2002-001</b>	<b>Date:</b>
<b>Class: Custodian Supervisor I</b>	<b>Name:</b>
Under the direction of the Custodian Supervisor II or designee, the Custodian Supervisor II shall plan, organize, supervise, and assist with the cleaning and janitorial work of a group of Custodians at the Veterans Home of California West Los Angeles. Duties may include but are not limited to the following:	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
45%	Supervise janitorial/housekeeping staff responsible for disinfecting, sanitizing and cleaning according to Title 22 the Veterans Home of West Los Angeles and other areas as designated. Monitor, assess and evaluate the performance of employees and suggest methods of correction, if necessary, to ensure housekeeping policies and procedures are being adhered to. Implement a strategy to enhance the department's goals and objectives and to enhance the performance of each staff member's skills and abilities in completing tasks successfully.
25%	Provide instruction and training to staff on the various tasks required for housekeeping such as sweeping, scrubbing, mopping, vacuuming, cleaning, dusting, cleaning floors, hallways, restrooms, offices, elevators, lobbies and all other areas & items that needs cleaning, sanitizing or disinfecting of the building internally and externally that is governed by Title 22.
15%	Provide leadership and direction to Custodial staff. Conduct regular staff/unit meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by the Custodian Supervisor II.
10%	Responsible for inspecting the housekeeping equipment; inventory of supplies; receive and resolve complaints; keep records and prepare reports. Prepare department's staff work schedule for supervisor's approval, prepare probationary reports. Assist staff in completing time-sheets and ensuring information is accurate such as completion, time used and accuracy of time worked; keep accurate records of time-sheets and maintain file(s). As required, perform and assist with the above tasks.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other related duties as assigned.

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<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> General housekeeping; supervision of subordinates; sign and prepare documents.					X
<b>HEARING:</b> Listen to resident concerns/questions, converse with co-workers, telephone conversations; answer inquiries with staff, residents and outside contacts.					X
<b>SPEAKING:</b> Communicate to staff, residents and the public in person and via telephone; interact in meetings.				X	
<b>WALKING:</b> General housekeeping duties.				X	
<b>SITTING:</b> At desk and computer, while completing paperwork and during meetings.		X			
<b>STANDING:</b> As needed to perform duties.					X
<b>BALANCING:</b> As needed to perform duties.				X	
<b>CONCENTRATING:</b> Lead meetings, complete various types of documentation, coordinate housekeeping duties/schedule; verbal and written communication with staff, residents and outside contacts.				X	
<b>COMPREHENSION:</b> Understand needs of residents, policies and procedures, regulations; Understand reading material, conversations, display and equipment.					X
<b>WORKING INDEPENDENTLY:</b> Supervise housekeeping staff, to coordinate housekeeping duties/schedule.					X
<b>LIFTING UP TO 10 LBS:</b>				X	
<b>LIFTING 10 – 25 LBS:</b>					X
<b>LIFTING 25 – 50 LBS:</b>			X		
<b>FINGERING:</b> General housekeeping duties; e-mails, phone calls, computer work.					X
<b>REACHING:</b> Store and retrieve goods; retrieve documents from printer.					X
<b>CARRYING:</b> Move goods/clean products.				X	
<b>CLIMBING:</b> Clean higher areas.				X	
<b>BENDING AT WAIST:</b> Pick up materials.				X	
<b>KNEELING:</b> Clean lower areas.				X	
<b>PUSHING OR PULLING:</b> Clean; cart/mop/broom.				X	
<b>HANDLING:</b> Miscellaneous cleaning materials, documents.				X	
<b>DRIVING:</b> As needed to perform duties and attend training.		X			
<b>OPERATING EQUIPMENT:</b> Rug extractor, vacuum, mop, floor buffer, computer, copier, telephone, fax.			X		
<b>WORKING INDOORS:</b> Enclosed office environment, open community areas.					X
<b>WORKING OUTDOORS:</b> Remote areas around building.				X	
<b>WORKING IN CONFINED SPACE:</b> Housekeeping closets; residents' rooms; offices, storage rooms, file rooms, etc.			X		

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_