

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 190-239-2011-XXX		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions Environmental Services		CLASSIFICATION TITLE Custodian I		
		WORKING TITLE Custodian I		
		TIME BASE / TENURE	CBID R15	WWG 2
LOCATION Stockton, CA	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

Environmental services (EVS) play an important role in making sure we promote a safe, functional and supportive environment so that safety and quality are preserved to meet required accreditation standards. Given the number of germs in a medical facility, an environmental service position is the front line employee, ensuring a safe environment for inmate/patients, visitors, custody and medical personnel.

GENERAL STATEMENT

Under the direct supervision of the EVS Custodian Supervisor I and general functional supervision of the EVS Custodian II, the Custodian I performs janitorial duties in keeping an assigned office, building, inmate housing unit, or area clean and orderly; may instruct, lead, or supervise inmates, and to do other related work. This position cleans and disinfects all surfaces in inmate/patient rooms, procedure areas, surgical areas and staffing areas. Disposing of garbage and medical waste requires following special procedures, since bodily fluids are regarded as biohazards. An environmental service employee is regularly in contact with a wide variety of constituents. Delivering effective customer support is an important duty of this job. In addition to cleaning, this position delivers supplies like linens, paper towels, bags and chemicals. In all cases, cleaning some medical equipment is also assigned to an environmental service employee. This employment is a custodial position and can be utilized throughout the institution for support in many areas, working with and around inmates to support the housing units.

% of time performing duties **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.**

35%	<p>ESSENTIAL FUNCTIONS</p> <p>Perform janitorial services to meet hospital standards in accordance with California Code of Regulation (CCR) Title 22 in inmate patient rooms, and inmate patient care areas to include:</p> <ul style="list-style-type: none"> • Comply with all EVS Policy and Procedure Guidelines. • Complete all Daily Cleaning Task List in an effective and efficient manner. • Communicate effectively verbally and in writing to department staff, inmates, vendors and visitors. • Ability to respond effectively to enquiries from department staff, inmates, vendors, and visitors. • Ability to maintain a healthy, safe and productive work ethic in an institutional environment. • Ability to maintain security and safety of work areas, materials, and equipment and prevent inmate escape. • Ability to maintain order and supervise the conduct of inmates.
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- 35% Perform janitorial services within the inmate housing unit and other areas, to include:
- Sweeping, scrubbing, mopping and waxing floors and baseboards.
 - Cleaning, dusting, and polishing cabinets, furniture, lockers and woodwork.
 - Cleaning hallways, rest rooms, offices and lobbies.
 - Emptying and cleaning waste receptacles.
 - Vacuuming floors.
 - Assisting in moving and arranging furniture and equipment as needed.
 - Refilling lavatory supply dispensers.
 - Transporting clean and soiled laundry to and from the units and laundry department.
 - Verifying number of laundry items delivered and received are correct.
 - Operating scrubbers, buffers, and other equipment and machinery.
 - Cleaning windows, blinds, and light fixtures.
 - Maintains, transports and ensures containment of Bio-Waste (blood, feces, etc.) materials and storage in appropriate location.

25% Attend all required Environmental Services staff meetings. Responsible for following operational/security policies and procedures of the department and institution. Other Environmental Services duties within the scope of the Custodian I classification may be required by the supervisor. Shall complete and pass all annual mandatory CALPIA and CHCF In-Service Training (IST).

5% Other duties and/or project assignments as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices used in janitorial work.

ABILITY TO:

Use and care for janitorial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification.

REQUIRED COMPETENCIES

SAFETY:

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS:

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Custodian I works in a prison healthcare setting, with florescent lighting and a thermostatically controlled environment. This positions involves frequent walking.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:

The Custodian I utilizes mops, brooms, floor buffers, scrubbers, high pressure water sprayers, chemical cleaners and disinfectants and other cleaning implements.

SPECIAL PHYSICAL CHARACTERISTICS:

Persons appointed to this position must be reasonably expected to exert up to 50lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves walking or standing for most of the time.

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS:

- Maintain a professional appearance;
- Report to work on time and follow procedures for reporting absences;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with Correctional Institution policies and procedures.
- Keep current with the completion of all required training.

INTERPERSONAL SKILLS:

Ability to work independently and in a team setting. The employee is required to work any shift and schedule in a variety of settings throughout the Correctional Institution and may be required to work overtime and float to other work locations as determined by the operational needs of the Correctional Institution. All employees may be required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE