

DUTY STATEMENT

RPA# - EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)	POSITION NUMBER (Agency - Unit - Class - Serial) 190-239-2002-xxx
UNIT NAME AND CITY LOCATED STOCKTON CA	CLASS TITLE Custodian Supervisor I
WORKING DAYS AND WORKING HOURS: Works various hours and may work weekends and holidays	SPECIFIC LOCATION ASSIGNED TO Stockton, CA
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Custodian Supervisor II, the Custodian Supervisor I manages, oversees, plans, organizes, and supervises the janitorial work of a Custodian I at CHCF. The Custodian Supervisor I is involved in the care, cleaning and maintenance of office buildings, inmate housing units, and may instruct, lead, or supervise inmates or workers, and do other related work. Due to operational need, the incumbent will be expected to perform all subordinate staff duties; including but not limited to all Custodian I and Custodian II duties.

% 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. <i>(Use additional sheet if necessary)</i>
ESSENTIAL FUNCTIONS	
35%	Oversees, directs, and manages the Custodian I and Custodian II's in the instruction, assignment of work, and training for other housekeeping staff on the newest cleaning techniques and products; manages subordinate staff with the operation of housekeeping machinery and equipment; may perform inspections and maintains housekeeping practices and standards of safety and sanitation.
35%	Directs and reviews the maintenance of inventory and requisitions; oversees the receipt, inspection, storage and inventorying of supplies; receives and advises staff on complaints from unit and building occupants by making or recommending appropriate adjustments, as needed; regularly inspects all areas, maintains records, and prepares reports; provides consultation services regarding housekeeping services to program managers and department heads; performs general personnel administration, evaluates performance and recommends appropriate action.
25%	Maintains tool and key control per the department and institutional procedures. Controls the inventory storage, and use of hazardous materials. Enforces and ensures work meets guidelines of the Health and Safety Program to include State Health Department Title 8, 15, and 22, and Bio-Hazardous waste and toxic materials control program.
5%	Provides recommendations for the appointment of qualified applicants. Attends In-Service Training and CalPIA training necessary to meet annual requirements. Follows all departmental/institutional policies and operating procedures. All other Environmental Services duties as required by the Supervisor, within the scope of the Custodian Supervisor I classification.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Custodian I and II training techniques and general cleaning methods. Principles of effective supervision; training methods; use of purchase orders for cleaning supplies and equipment; supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

ABILITY TO:

Adhere to the specific requirements within departments with inmates or mental health patients, and plan, organize, and direct the work of others; conduct in-service training programs; keep inventories and make requisitions; analyze situations accurately and implement an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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.

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
- Possess and maintain strength, good physical agility and willingness to do heavy manual labor.

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.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Custodian II 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, including the human body. Involves walking or standing for most of the time.

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 Supervisor I works in a prison healthcare setting, with florescent lighting and a thermostatically controlled environment. This positions involves frequent walking. This position will be in contact, directly and indirectly, with chemicals and hazardous waste (blood, feces, bodily fluids, etc.).

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE