

POSITION STATEMENT

(For completion instructions refer to the Personnel Management Handbook Sections 3-1180 – 3-1181)

1. BRANCH Workforce Services Branch		2. DIVISION Northern Workforce Services Division	
3. OFFICE OR GROUP Eureka ARU 134		4. POSITION TITLE Custodian	
5. NAME OF INCUMBENT		6. CIVIL SERVICE CLASS Custodian	
7. POSITION NUMBER 280-134-2011-002	8. DATE PREPARED 4/26/2017	9. SUPERVISED BY (Civil Service Class) Employment Program Manager II	
10. SUPERVISES (Number by Civil Service Class) None			
<p>11. SUMMARY STATEMENT</p> <p>Under supervision of the Manager, keeps premises clean, sanitary and in orderly condition.</p> <p>Routinely performs the following duties: Vacuuming, sweeping, mopping and waxing of floors; dusting; emptying of trash and waste containers (including recycle and confidential destruction material); cleaning and sanitizing restrooms.</p> <p>Maintains janitor rooms in clean, orderly and safe condition.</p> <p>Reports any problems with premises to supervisor.</p> <p>Prioritizes daily workload and practices time management to effectively maintain overall condition of premises.</p> <p>Works cooperatively with all staff.</p>			
<p>12. THIS POSITION</p> <p><input checked="" type="checkbox"/> Does not require the use of bilingual communication skills</p> <p><input type="checkbox"/> Requires the use of bilingual communication skills</p>			

13. POSITION TITLE Custodian		14. POSITION NUMBER 280-134-2011-002	
15. PERCENT		16. DUTIES (List highest percentage duties first; essential then marginal)	
		ESSENTIAL DUTIES	
25%		Empties all trash containers and replaces plastic liners on a daily basis. Trash containers should be maintained in a sanitary and odor free condition, clean of spillage or other foreign material. Cleans floor (vacuum, sweep, dust mop, wet mop, wax) as appropriate to floor covering material on a daily or alternate day schedule (depending on staffing, workload and/or direction from supervisor). Building should reflect a clean, professional appearance in both public and staff areas.	
20%		On a daily basis: Cleans restrooms. Cleans and sanitizes toilets, sinks and counters. Mops floors, with attention to problem areas such as corners and stalls. Cleans mirrors. Stocks with paper and sanitary products. Fills soap dispensers. All touchable surfaces should be properly sanitized and kept as germ free as possible for protection of public health.	
20%		On alternate days (or as directed by supervisor): Empty recycle and confidential destruction containers (EDD work areas only). Confidential material, due to its content, we be stored in designated locked area. Recycle material will be disposed of in proper bin (not with regular trash).	
20%		On a weekly basis, dusts partitions, printer/copier areas, work tables, book shelves and window ledges. On a monthly basis (or as needed), cleans/organizes janitor rooms and equipment.	
5%		Addresses special needs and projects as needed or directed by supervisor. These may include activities such as: spot cleaning walls, furniture set up for meetings or activities, watering plants in the office, policing building exterior for trash, etc.	
5%		Participates in unit and office meetings, as scheduled, and takes part in training sessions offered. Provides suggestions for improvement. Participates in office TQM/CQI projects and processes. Demonstrates an awareness of the Department and Branch vision, mission, values and goals.	
		MARGINAL DUTIES	
5%		Other duties as assigned and appropriate for the classification.	

17. *This position statement including the activities and performance expectations has been reviewed by the undersigned.*

Supervisor's Signature

Date

* * * * *

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this position statement. I also certify that I am able to perform, with or without the assistance of a *Reasonable Accommodation, the essential job duties of this position.

Signature of Incumbent

Date

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division, Reasonable Accommodation Coordinator.

COMMENTS (LIST ANY REASONABLE ACCOMMODATIONS MADE):