State of California
DUTY STATEMENT
SH3002 (Rev. 10/24/17)

Department of State Hospitals

Box reserved for Personnel Section

5408 Control No.#	C&P Analyst Approval	Date

Employee Name	**Division** DSH – METROPOLITAN
Position No / Agency-Unit-Class-Serial 487-	**Unit**
Class Title CUSTODIAN - I	**Location** HOUSEKEEPING

SUBJECT TO CONFLICT OF INTEREST CODE	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	WORKING HOURS
☐ Yes ☒ No	15	2		7:00 AM – 3:30 PM

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. 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 meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone you work with.*

BRIEFLY (1 or 2 Sentences) **DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** Under supervision, performs custodial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead or supervise individuals/patients; and to do other related work.

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	ESSENTIAL FUNCTIONS
35 %	Sweep, scrub, mop, strip and wax floors; vacuum, spot clean and shampoo carpets; clean, dust and polish cabinets, counters, furniture and woodwork; empty and clean waste receptacles in the interiors and exteriors of buildings; clean stairways, elevators, hallways, offices, and lobbies; clean ceilings, walls, light fixtures and blinds. **Use and care for custodial equipment and supplies such as, but not limited to, floor machines, automatic scrubbers and buffing machines, wet vacuums, high-pressure washers. Assist in moving and/or arranging furniture and equipment as required.**
35 %	**Work with materials, chemicals, disinfectants and equipment utilized in custodial work.** Clean restrooms; sweep floor, clean sinks and countertops; fill dispensers; empty trash and clean mirrors; clean interior and exterior of toilets and urinals; clean frequently touched surfaces and spot clean walls; mop floors.
15 %	Clean walls, ceilings, doorframes, vents and other high places; cleans stairways, handrails and stairwells. Polishes metal and bright surfaces; scours glass and enamel fixtures; dusting, cleaning and disinfecting of surfaces and furniture.
10 %	Collection and transport of refuse and bio hazardous items. Cleaning and relining of refuse containers with plastic bags. Maintenance and organization of supply closets. Cleaning and maintaining of Housekeeping equipment after use and as required.

MARGINAL FUNCTIONS

5 %	All other duties and special projects as assigned consistent with this classification.

Other Information

SUPERVISION RECEIVED

Under the general direction of the Custodian Supervisor I & II

SUPERVISION EXERCISED

Custodians may be assigned patients for Industrial Therapy (IT) Assignments.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: The Hospital and Departmental SDS Program. Proper use of chemical dispensing. Methods, materials, chemicals, disinfectants, equipment, and safety practices used in custodial work.

ABILITY TO: Use and care for janitorial equipment and supplies; follow written and oral directions; read and write at a level appropriate to the classification.

REQUIRED COMPETENCIES

PHYSICAL
The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 30 pounds, and repetitive fine motor and hand motion.

AGE SPECIFIC
Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:
☐ Pediatric ☐ Adolescent ☐ Adult ☐ Geriatric

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

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR
Maintains current certification.

SITE SPECIFIC COMPETENCIES
N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General
The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)
Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the managemer of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughou the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are 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 safety perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature _____ Date _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature _____ Date 1-5-2022