

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial xxx-xxx-2011-xxx		Unit		
Class Title Custodian I		Location Atascadero, Coalinga, Metropolitan, Napa, Patton		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID R15	Work Week Group: 2	Pay Differential Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the direction of the Custodian Supervisor I, performs custodial duties inside patient units involved in the environmental care, cleaning, and maintenance of the hospital, which initiates 15 feet from all building entrances; and performs other duties as assigned. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions.				
% 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).			
70%	<ul style="list-style-type: none"> Sweep and mop floors in patient areas; empty and clean waste receptacles; disinfect and clean restrooms; detail showers and porcelain basins; and refill lavatory supply dispensers. Dust and polish cabinets, furniture; and woodwork in patient areas. Clean ceilings, walls, vents, interior glass partitions, blinds, and light fixtures. Strip and refinish floors; operate scrubbers, buffers, and other equipment/machinery; use a putty knife to remove substances from floor and baseboards; and use a deck brush to clean corners and baseboards. Lead and provide instruction to patient workers on various custodial services such as sweep and mop floors, vacuum, dust, empty and clean waste receptacles. Train patient workers on the environmental care, cleaning, and maintenance of the hospitals. Conduct daily inspections and address safety hazards. Maintains security of working areas and work materials and inspects the premises for potential contraband. Inventories and maintains all custodial supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as chemical cleaning agents, trash bags, toilet brushes, mops and brooms. Dispose of Infectious waste in Clinic Areas. 			
20%	<ul style="list-style-type: none"> Empty trash; and move and arrange furniture and equipment. 			

10%	<ul style="list-style-type: none"> • Vacuum rugs and carpets. • Clean stairwells and elevators.
Other Information	<p>SUPERVISION RECEIVED Under the direction of the Custodian Supervisor I</p> <p>SUPERVISION EXERCISED Not Applicable.</p> <p>KNOWLEDGE AND ABILITIES</p> <p><u>Knowledge of:</u> Methods, equipment, and materials used in custodial duties; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas.</p> <p><u>Ability to:</u> Use and care of custodial equipment and supplies; follow written and oral directions; read and write at a level appropriate to the classification.</p> <p>REQUIRED COMPETENCIES</p> <p><u>Infection Control</u> Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p><u>Sexual Harassment</u> Awareness of issues to be avoided to provide a good working environment.</p> <p><u>Fire, Life, and Safety</u> Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.</p> <p><u>Special Incident Report (SIR)</u> Complete documentation as required for special incidents</p> <p><u>Therapeutic Strategic Intervention (TSI)</u> Implement strategies that support a safe working environment and a therapeutic milieu for the patients we serve.</p> <p><u>Cultural Awareness</u> Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p><u>Site Specific Competencies</u> Ability to read and understand the Material Safety Data Sheets for chemicals.</p> <p><u>Technical Proficiency</u> Ability to strip and wax floors using the appropriate, supplies and technique. Clean and sanitize a restroom, including a shower, and a tub.</p>

LICENSE OR CERTIFICATION

Not Applicable.

TRAINING

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Approval and receipt of IWSP differential is contingent upon employee's compliance with applicable pay differential letter currently referred as Pay Differential 67.

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 able to safely perform their essential job functions.

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.

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 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

1-23-2025

Date



Reviewing Supervisor's Signature

1/23/25

Date