

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: CUSTODIAN I (NUTRITION SERVICES)	
Approved by Hospital Administrative Resident I – Melissa Sandoval Signature: <i>Melissa Sandoval</i>	Date Approved: <i>4/17/2024</i>

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision, 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.

45% Cleans assigned areas per established schedules. These include but are not limited to the restrooms, floors, equipment, offices, dining rooms, re-thermalization carts, etc. Adheres to physical requirements, environmental sanitation and infection control policies.

- Restrooms: Cleans sinks, toilets, and empties waste receptacles; sweeps and mops floors, wipes down walls, stalls, and lockers and shines mirrors; and refills lavatory supplies.
- Floors: Power scrubs kitchen area floors including trash hallway; power scrubs behind serving lines and power scrub scullery floors.
- Equipment Cleaning: Washes down walk-in refrigerator walls and floors; cleans racks and fixtures and cleans hoods over serving lines and steam kettles.
- Office Cleaning: Empties waste receptacles; dusts, sweeps, mops floors; and strips and waxes floors.
- Miscellaneous Cleaning: Lower walls, interior/exterior glass windows and light fixtures; cleans trash receptacles and refrigerators.
- 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.
- Completes and signs off on cleaning schedules.

- **Adheres to departmental infection control/food safety policies**

including, but not limited to, hand washing, dress code, and standard/transmission based precautions, reporting of infectious or communicable diseases, Hazard Analysis Critical Control Point principles.

40% Adheres to requirements for safety, security, emergency response and a non-hostile work environment. Below are specifics.

- **Gives the highest priority to the safe performance of assigned tasks. Makes a visual inspection before starting any task and immediately reports and/or corrects any observed hazard, (i.e., damaged equipment or unsafe conditions). Writes work orders when appropriate.**
- **Operates equipment per Sanitation and Equipment Manual and uses chemicals and protective equipment per Safety Data Sheets (SDS Binder).**
- **Follows procedures for the control of contraband. Responsible for supervising all tools issued and reporting of any missing contraband immediately.**
- **Adheres to appropriate body ergonomics and safety precautions. Informs Supervising Cook I/II and/or Food Service Supervisor I/II immediately when involved in a major or minor work related injury or incident.**
- **Responds as trained in disaster situations/emergencies/lockdowns and participates in mandatory drills and shakedown procedures as required.**

15% Participates in Performance Improvement Activities.

- **Evaluate activities pertaining to work assignment; make recommendations for work improvements; Quality Control monitoring; implementing improvement strategies. Participate in meetings and trainings.**

2. SUPERVISION RECEIVED:

Supervising Cook II and/or Food Service Supervisor II

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

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

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Effectively cleans assigned areas according to established procedures.
- Uses chemicals according to guidelines described in Nutrition Services Safety Data Sheets (SDS Binder). Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Equipment: Applies and demonstrates knowledge of equipment operation and cleaning when applicable.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Usual duties to include, but not limited to standing and walking for long periods of time. Bending, stooping, pushing and pulling cleaning equipment and lifting loads of up to 50 lbs. Must be able to operate all cleaning equipment and appliances.

6. LICENSE OR CERTIFICATION: It is the employee’s responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. TRAINING:

Training Category – 2 – Training Procedure No. 03-11.

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

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name


Date

Supervisor Signature

Print Name

Date

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: CUSTODIAN	
Approved by Hospital General Services Administrator II – Renato Barrera Jr. Signature: 	Date Approved: 01/16/2024

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions. The Custodian must have knowledge of the rules, regulations, and standards governing the operation of the hospital, including the policies and procedures of the Department of Mental Health.

40% Clean assigned work area as directed and/or as outlined on cleaning schedule. Collect and empty waste from assigned areas of the Hospital and including medical biohazard as outlined by Infection Control, and sanitize garbage cans. Sweep, scrub, mop, and wax floors. Vacuum rugs and carpets. Clean, dust, and polish cabinets, furniture, and woodwork. Clean stairways, escalators, elevators, hallways, restrooms, offices, and lobbies. Clean ceilings, walls, tile, fixtures, windows, window shades, light fixtures, interior glass partitions, and Venetian blinds. Polish metalwork. Turn out lights and lock doors and windows. Refill lavatory supply dispensers. Replace light globes and tubes. Move and arrange furniture and equipment as necessary.

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.

25% Operate scrubbers, buffers, waxes, and other equipment and machinery. Maintain janitorial equipment, mechanical and electrical, in clean condition, notifying supervisor when equipment repair is needed. As required, operates a freight or passenger elevator. Wash and clean windows and sidewalks.

25% Other assigned tasks and specialized duties as needed or required

such as coverage of various areas, floods and sewage spills. Maintaining confidentiality and professional boundaries. Applies and demonstrates knowledge of correct methods in the Therapeutic Strategies and Interventions (TSI). **Must be able to recognize and respond to all Safety Devices and Alarms.**

- 10%** **Request cleaning supplies and equipment as needed, including chemicals and select proper cleaning materials and supplies for tasks, load service carts and transport to assigned work areas.** Maintain a safe work environment. This includes, but is not limited to, use of personal protective equipment, various types of equipment and supplies, observation of safety hazards, including contraband and individual activities that appear to be outside of normal daily activities, and notify supervisor of findings.

2. SUPERVISION RECEIVED:

Supervising Housekeeper I

3. SUPERVISION EXERCISED:

The Custodian may supervise patient workers or volunteers.

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices 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

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

SEXUAL HARASSMENT: Awareness of issues to be avoided to provide a good working environment.

FIRE, LIFE, AND SAFETY: Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

SPECIAL INCIDENT REPORT (SIR): Complete documentation as required for special incidents.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

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THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Ability to read and understand the Material Safety Data Sheets for chemicals.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Ability to strip and wax floors using the appropriate, supplies and technique. Clean and sanitize a restroom, including a shower, and a tub.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Usual duties to include, but not limited to standing and walking for long periods of time. Repetitive bending, stooping, pushing, pulling and lifting

loads up to 35 to 40 pounds. Routinely filling and dumping water/mop buckets, furniture (with the buddy system, non-throw chairs, approximately 51pounds each). Twisting and bending when mopping floors. Twisting and controlling buffing/scrubbing machines. Picking up boxes of supplies when stocking the closets with supplies.

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Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date