

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Department of State Hospitals-Patton		
Position No / Agency-Unit-Class-Serial 502-XXX-2011-XXX	Unit GS-Housekeeping Department		
Class Title Custodian I (Safety)	Location Patton State Hospital		
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 or designee, incumbents perform custodial duties for patient units and adjacent areas, including environmental cleaning of all building aspects. In addition to this, they may also be assigned other duties as required. 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).		
40%	<p>Cleaning: must have sufficient physical agility to perform assigned duties: dusting, polishing cabinets, furniture and woodwork, ceilings, walls, interior glass partitions, blinds, light fixtures, interior and exterior windows, vacuum rugs/carpets.</p> <p>Empties/cleans waste receptacles, cleans stairwells, hallways, doors, vents, restrooms, offices, lobbies, dayrooms, public and community areas, clinics, medical exam rooms, conference rooms, patient dining areas, kitchens, serving lines, classrooms, barber shop, etc. in the assigned work area.</p> <p>Disinfect and clean restrooms, detail showers and porcelain basins. To control odors, use drain fluid regularly</p> <p>Floor Care: sweep, scrub, mop, strip, and wax floors. Maintain floors with floor scrubbers, burnishers, or other needed equipment/machinery. Use a putty knife to remove substances from the floor and baseboards and use a deck brush to clean corners and baseboards.</p> <p>Stocks and refill restroom dispensers.</p> <p>Follows methods and safe handling procedures for chemicals outlined on the Safety Data Sheets (SDS).</p> <ul style="list-style-type: none"> • Perform any incidental cleaning as assigned. • Ensures that assigned areas will meet Hospital Standards, Infection Control, Title 22 Licensing, Environmental Health, and Joint Commission Standards. Participates in Housekeeping Inspections with Area Supervisor to make necessary corrections as recommended by these inspections. 		

	<ul style="list-style-type: none"> • Interacts with patients and staff in a professional and respectful manner and is accountable to understand and follow Administrative Directives, Housekeeping Manual, and Infection Control Procedures. • •May assist in providing instruction and training to new employee in the proper use of equipment and safe cleaning methods, understanding of the SDS and janitorial procedures such as services such as sweep and mop floors, vacuum, dust, and empty and clean waste receptacles. • Deliver all custodial supplies as needed. • Conduct daily inspections and address safety hazards. • Maintains security of working areas and work materials and inspects the premises for potential contraband. • Inventories and maintain 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
20%	<ul style="list-style-type: none"> • Empty trash; and move and arrange furniture and equipment
15%	<ul style="list-style-type: none"> • Operate janitorial equipment/machinery. Maintains janitorial equipment in clean working conditions. Notify supervisor when equipment needs repair. Maintenance a safe work environment. This includes, but is not limited to use of equipment and supplies
15%	<ul style="list-style-type: none"> • Request cleaning supplies and equipment as needed, including chemicals and select proper cleaning materials and supplies to complete dally tasks or project
5%	<p><u>MARGINAL FUNCTIONS</u></p> <ul style="list-style-type: none"> • Vacuum rugs and carpets • Clean stairwells and elevators
5%	<ul style="list-style-type: none"> • Other assigned tasks and specialized duties as needed or required
Required Competencies	<p>SUPERVISION RECEIVED: Under the direction of the Custodian Supervisor I or Custodian Supervisor II or designee.</p> <p>SUPERVISION EXERCISED: Not Applicable</p> <p>ABILITY TO: 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>KNOWLEDGE OF: 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>

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, and walking on irregular surfaces. Must be able to steer and control equipment and be able to lift and carry from 50 to 75 pounds, repetitive fine motor and hand motion.

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.

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 in accordance with policy. Training provided during new employee orientation.

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

SITE SPECIFIC COMPETENCIES:

Ability to read and understand Material Safety Data Sheets for chemicals.

TECHNICAL PROFICIENCY:

Ability to strip and wax floors using the appropriate, supplies and technique. Clean and sanitize the restroom, including a shower, and a tub.

LICENSE OR CERTIFICATION:

Not Applicable

TRAINING:

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

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