

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

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

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under direction from the Hospital General Services Administrator I (HGSA I); plan, organize and supervise and assist with the cleaning and custodial work of Custodians and patient workers; evaluate their performance; supervise the operation of custodial machinery and equipment; perform inspections and maintain custodial practices and standards of safety and sanitation; train new employees; keep records and prepare reports; ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions

The Custodian Supervisor I must have knowledge of the rules, regulations, and standards governing the operation of the hospital, including the policies and procedures of the Department of State Hospitals.

- 50%** Supervise, direct, and give instruction and training to a group of housekeeping and janitorial employees and helpers from the resident population - engaged in sweeping, scrubbing, mopping, spotting, waxing floors, and vacuuming rugs and carpets; cleaning, dusting, and polishing filing cabinets, furniture and woodwork; emptying and cleaning waste receptacles; spotting walls; cleaning floors, stairways, hallways, rest rooms, offices, and lobbies; cleaning ceilings, walls, window shades, light fixtures and Venetian blinds; exchanging, repairing and condemning linens; making beds, moving and arranging furniture and equipment; polishing nickel and brass work on door panels, hand railings, elevators, and door knobs and plates; turning out lights and locking doors and windows; refilling lavatory supply dispensers; replacing light globes and tubes; operating scrubbers, buffers, waxers, and other equipment and machinery. Work with custodians to ensure proper cleanliness of work areas. Instruct and train employees under supervision in the proper use of chemicals, equipment and safe cleaning methods and procedures. Maintain inventory, inspections, and documentation of all tools, equipment, and supplies utilized within assigned work areas such as mops, brooms, and chemical cleaning agents to ensure the safety of patients, staff, and DSH property from the potential usage of contraband. Maintains security of working areas and work materials and inspects the premises for potential contraband.

- 15%** As required, perform and assist with the above tasks; receive complaints of building occupants and make or recommend necessary adjustments; maintain cleaning records and routine inspections of work areas and prepare reports, prepare cleaning schedules and assign staff work details.
- 10%** Evaluate employee performance and take or recommend appropriate action.
- 10%** Requisition, receive, inspect, store, and take inventory of supplies; exchanges and condemns linen.
- 10%** Assist in the on-going improvement of the Housekeeping Safety Program including safety training, inspections, meetings, accident investigations and prevention.
- 5%** Other assigned tasks and specialized duties as needed or required. Maintain confidentiality and professional boundaries.

2. SUPERVISING RECEIVED:

Custodian Supervisor II

3. SUPERVISION EXERCISED:

Custodian and patient work crew.

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; sanitation and safety measures in the operating, cleaning and care of equipment and work areas; and safety practices; training techniques; procurement documents for cleaning supplies; and personal computer hardware and/or software products; principles of effective supervision; training methods; use of purchase orders for cleaning supplies and equipment; supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

ABILITY TO: Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely move objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively; promote positive, collaborative, and professional working relationships; facilitate meetings to provide information and determine action needed; plan, organize, and direct the work of others; keep inventories and make requisitions; analyze

situations accurately and implement an effective course of action; promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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.

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: 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.

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