

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Special Services, Cajon Platform Scales		DIVISION Inland Division			
CIVIL SERVICE CLASSIFICATION TITLE Custodian		BARGAINING UNIT R15	TENURE Permanent	TIME BASE Intermittent	INTERMITTENT HOURS PER MONTH 125
POSITION NUMBER 388-801-2011-952		CURRENT DATE 06/15/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
APPROVED BY				DATE	

FUNCTION OF POSITION  
Under the supervision of the Cajon Platform Scales Sergeant, the Custodian is responsible for maintaining the cleanliness of the platform scale buildings and their surroundings and general landscape maintenance for the Cajon Platform Scales.

SUPERVISION RECEIVED  
The Custodian reports directly to and receives the majority of their assignments from the Cajon Platform Scales Sergeant.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS  
Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<b><u>Essential Functions</u></b>
40%	Sweep, scrub, mop and wax floors; vacuum rugs and carpets; clean, dust, and polish cabinets, furniture, and woodwork; empty and clean waste receptacles; clean hallways, restrooms, offices, and lobbies; clean ceiling, walls, window shades, light fixtures, and interior glass partitions. Safely use and care for cleaning equipment, including scrubbers, buffers, and waxers, and supplies while maintaining the cleanliness of the Cajon Platform Scales facilities.
30%	Stock restrooms; refill lavatory supply dispensers; replace light globes and tubes; stock and order janitorial supplies as required.
25%	Assist in moving and arranging furniture and equipment as required; polish metalwork; turn out lights and lock doors and windows.
	<b><u>Non-Essential Functions</u></b>
5%	Other duties, within the scope of the classification, as assigned.
<b>TOTAL</b>	<b>100%</b>

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388-801-2011-952

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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