

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-160-2011-002	Date:
Class: Custodian I (Part-Time)	Name:
Under supervision of Supervisor I, the incumbent will work in keeping the California Central Coast Veterans Cemetery buildings and surroundings clean; may do other related work. Knowledge of janitorial practices and standards; Safety Data Sheet (SDS); sanitation and safety measures in the operation, cleaning, and care of equipment and work areas; and the use and care of chemicals and equipment is a requirement of this position.	
% of time performing duties:	ESSENTIAL FUNCTIONS
35%	Perform and assist with the full range of custodial tasks including, but not limited to, cleaning and disinfecting lobbies, offices, kitchens, breakrooms, public restrooms, locker rooms, and other areas and buildings on site. Duties include, but are not limited to, dusting, disinfecting, and polishing surfaces and furniture; scrubbing and scouring sinks; sweeping, vacuuming, and mopping floors; wash and clean windows, mirrors, toilets, urinals and doors; wiping down light fixtures. Maintain good janitorial practices and standards of safety and sanitation.
20%	Empty and clean all trash and recycling receptacles; re-line all trash receptacles; fill soap and other dispensers. Check and refill paper products. Check, dispose, and replace feminine hygiene products.
20%	Maintain ornamental plantings in and around buildings and parking areas. Maintain parking areas. Clean and power wash cement and sidewalk areas throughout cemetery. Occasionally drive motorized carts to and from work areas.
10%	Deep clean inside and outside windows, windowsills, window blinds, light fixtures, refrigerators, cabinets, doors, walls, light fixtures, and other areas.
10%	Operate custodial equipment such as vacuums, scrubbers, buffers, waxers, and other equipment or machinery as needed. Change light bulbs as needed. Move and arrange furniture and equipment as needed. Perform or assist with various other cleaning and housekeeping tasks. Participate in ongoing training on chemicals, policies and procedures, infection control, etc. Working on some state holidays such as veterans and memorial day may be a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Perform other custodial duties as assigned that are relevant to and/or commonly found in a cemetery setting.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Read SDS; door signs, chemical labels.					X
HEARING: Verbal instructions; fire alarms;					X
SPEAKING: Communicate with staff, visitors, and the public in person and via telephone; interact in meetings.					X
WALKING: Movement throughout the cemetery cleaning lobbies, restrooms, offices, hallways, and other areas.					X
SITTING: As required to complete tasks.		X			
STANDING: Mop; vacuum; dust; polish furniture; etc.					X
BALANCING: Use of stepstool; carrying supplies.		X			
CONCENTRATING: As required to complete task.				X	
COMPREHENSION: Understand verbal, visual and written direction and/or labels; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:			X		
LIFTING 25-50 LBS:		X			
FINGERING: Use various custodial equipment; writing utensils.			X		
REACHING: Reach up, down, forward, back for cleaning in high and low places.				X	
CARRYING: Various janitorial cleaning supplies, brooms, dust pan, mop, etc.			X		
CLIMBING: Step stool ladder, etc.		X			
BENDING AT WAIST: Pick up items; vacuum; general cleaning.					X
KNEELING: Clean ground level areas.			X		
PUSHING OR PULLING: Custodial and/or linen carts; vacuum; buffer; carpet extractor; other equipment.					X
HANDLING: trash, recycling, supplies					X
DRIVING: An electric cart.		X			
OPERATING EQUIPMENT: Custodial equipment; electric cart.					X
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS: cemetery environment		X			
WORKING IN CONFINED SPACE: Custodial, supply, and/or storage rooms, etc.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature

Date

Supervisor signature

Date

Human Resources signature

Date