

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA, YOUNTVILLE

Position No: 573-211-2002-006		Date:
Class: Custodian Supervisor I		Name:
Under direction of the Custodian Supervisor II, the Custodian Supervisor I plans, organizes, supervises, and assists with the cleaning and janitorial work of Custodians II and Custodians I.		
Percentage of time performing duties:	ESSENTIAL FUNCTIONS	
40%	Oversee Custodians II and Custodians I. Assign work assignments to Custodian II and Custodian I. Maintain custodial practices and standards of Safety and sanitation.	
30%	Perform rounds of assigned areas, inspect for cleanliness, assist in keeping store room stocked, take inventory, check equipment, make supply lists, etc. Review any changes in department policies and procedures.	
15%	Provide leadership and direction to Housekeeping staff. Conduct regular staff/unit meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by the Custodian Supervisor II.	
10%	Perform other duties relevant to Housekeeping, commonly found in a nursing care facility/hospital setting, including an ongoing training of chemicals, procedures, infection control, etc. Process paper work related to sanitation employees. Prepare Injury or Illness reports.	
NON-ESSENTIAL FUNCTIONS		
5%	Other related duties as assigned.	

04-14-2020

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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: View computer screen, assignments, labels, SDS Sheets; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with administration, department managers, and department staff; answer inquiries and provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Make rounds of employees work areas within the home to various units.			X		
SITTING: Work station; meetings; trainings.				X	
STANDING: Copy documents related to Sanitation Service.			X		
BALANCING: Step stools or ladders.		X			
CONCENTRATING: Answer telephone; determine needs of callers and provide information; prepare various forms and documents.				X	
COMPREHENSION: Understand needs of employees; understand policies and procedures of the department.		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: Push telephone buttons; personal computer; copier					X
REACHING: Answer telephone; demonstrations.				X	
CARRYING: Documents.		X			
CLIMBING: Ladders.		X			
BENDING AT WAIST: Dusting, cleaning, filing, etc.			X		
KNEELING: Dusting, cleaning, filing, etc.		X			
PUSHING OR PULLING: Deliveries of supplies.			X		
HANDLING: Sort and distribute supplies					X
DRIVING: May drive state vehicles for training.		X			
OPERATING EQUIPMENT: Computer; telephone, copy machine, printer, and fax.					X
WORKING INDOORS: Enclosed office environment.				X	
WORKING OUTDOORS:		X			
WORKING IN CONFINED SPACE: File, supply, 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. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____