

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

COMMAND/ORGANIZATIONAL UNIT Moorpark Area (770)		DIVISION Coastal Division		
CIVIL SERVICE CLASSIFICATION TITLE Custodian	BARGAINING UNIT R15	TENURE Permanent	TIME BASE Intermittent	INTERMITTENT HOURS PER MONTH 50
POSITION NUMBER 388-770-2011-952		CURRENT DATE 12/18/2025		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the direct supervision of the Area sergeant, the Custodian is responsible for maintaining the cleanliness of the Area office building and its surroundings, as well as the cleanliness of the off-site automotive bay office for the Moorpark Area.

SUPERVISION RECEIVED

The Custodian reports directly to and receives the majority of their assignments from the Area sergeant. However, direction and assignments may also come from the Lieutenant or Area Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

N/A

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
50%	Maintain general cleanliness of Area office and public area. Collect garbage, clean/empty garbage receptacle, and dust desks, cabinets, counters, tables, equipment, and furniture. Sweep and mop floors regularly. Vacuum rugs and carpets and clean windows, shades, baseboards, glass surfaces, and counters. Clean employee's locker rooms and restrooms, including showers.
45%	Clean hallways, offices, lobbies, rooms; clean ceilings, walls, windows, window shades, and light fixtures; assist in moving and arranging furniture and equipment as required; polish metal work; turn off lights and lock doors and windows; refill lavatory (paper towels, toilet paper, soap) and housekeeping supplies (cleaning solutions, rags); replace light globes and tubes.
	<u>Non-Essential Functions</u>
5%	Maintain cleanliness of off-site vehicle service facility's office and restroom. Remove debris from Area office parking area and garbage receptacle. Clean and check plumbing fixtures for needed repairs. Other duties as assigned.
TOTAL	100%

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
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