

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE**

PART A	
Position No: 573-211-2011-075	Date:
Class: Custodian I	Name:
Under general supervision of the Custodian Supervisor I, the Custodian performs janitorial duties in keeping an assigned office, building, or area clean and orderly, and other related work.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Perform, daily, a variety of custodial cleaning tasks such as cleaning and disinfecting lobbies, offices, kitchens, stairs, elevators, clinics, labs, patient areas, and support rooms. Perform scouring of sinks, toilets, shower stalls, disinfecting floors, walls and furniture. Duties are assigned daily by the supervisor and subject to change due to staffing issues and needs, rotations, and shifts. May be required to drive service vehicles and golf carts to worksites on campus to transport cleaning products, materials and tools. Have complete knowledge of chemicals and equipment used for cleaning.
20%	Empty trash, reline containers, fill and polish dispensers, vacuum and clean vents, perform high and low dusting, remove soiled linen bags and soiled personal clothing carts, transport soiled linen carts to appropriate dock for pick up, perform isolation cleaning, blood spills and emergency clean up.
15%	Perform floor and carpet care such as stripping, waxing, sealing, buffing and scrubbing.
15%	Perform furniture moves within the building; set up and take down. Change draperies, cubicle curtains and shower curtains.
Working overtime is a requirement of this position.	
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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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 Safety Data Sheet (SDS), door signs, chemical labels. Visual acuity is an essential function of this position.					X
HEARING: Fire alarms, resident scooters, verbal instructions. Communicate with department staff; provide verbal information. Acute hearing is an essential function of this position.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units. Prolonged walking is an essential function of this position.					X
SITTING: Sit during meetings, training, etc.		X			
STANDING: Prolonged standing is an essential function of this position.					X
BALANCING: Ladders, stepstools.		X			
CONCENTRATING: While cleaning and reading chemical labels.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures; content of meetings, trainings, and work discussions; facilitate the dynamic of team work. Verbal, visual and written direction is an essential function of this position.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Computer key board, telephone buttons.		X			
REACHING: Ability to reach up, down, forward and back is an essential function of this position.				X	
CARRYING: Ability to carry items is an essential function of this position.		X			
CLIMBING: Ladders, stepstools, stairs.		X			
BENDING AT WAIST: Pick up items, vacuum, general cleaning is an essential function of this position.				X	
KNEELING: Pick up trash.		X			
PUSHING OR PULLING: Push/pull cleaning carts is an essential function of this position.				X	
HANDLING: Linen and trash.					X
DRIVING: Drive a state vehicle.		X			
OPERATING EQUIPMENT: Operate cleaning equipment.			X		
WORKING INDOORS: While performing custodial duties.			X		
WORKING OUTDOORS: While performing custodial duties.			X		
WORKING IN A CONFINED SPACE: Gather supplies from storage closets.		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 _____