

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>RPA #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>C&amp;P Analyst Approval FA</b> | <b>Date</b><br>4.12.2024 |
| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Division</b><br>Department of State Hospitals-Metropolitan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |                          |
| <b>Position No / Agency-Unit-Class-Serial</b><br>xxx-xxx-2011-xxx                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Unit</b><br>Housekeeping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                          |
| <b>Class Title</b><br>Custodian I (Safety)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Location</b><br>Metropolitan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |                          |
| <b>Subject to Conflict of Interest</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>CBID</b><br>R15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Work Week Group: 2</b>          | <b>Pay Differential</b>  |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |                          |
| <b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions:</b><br>Under the direction of the Custodian Supervisor I or designee, incumbents perform custodial duties for patient units and adjacent areas, including environmental cleaning of all building aspects. In addition to this, they may also be assigned other duties as required. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |                          |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |                          |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <u><b>ESSENTIAL FUNCTIONS</b></u><br><br>Cleaning: must have sufficient physical agility to perform assigned duties: dusting, polishing cabinets, furniture and woodwork, ceilings, walls, interior glass partitions, blinds, light fixtures, interior and exterior windows, vacuum rugs/carpets.<br>Empties/cleans waste receptacles, cleans stairwells, hallways, doors, vents, restrooms, offices, lobbies, dayrooms, public and community areas, clinics, medical exam rooms, conference rooms, patient dining areas, kitchens, serving lines, classrooms, barber shop, etc. in the assigned work area.<br>Disinfect and clean restrooms; detail showers and porcelain basins. TO control odors, use drain fluid regularly<br>Floor Care: sweep, scrub, mop, strip, and wax floors. Maintains floors with floor scrubbers, burnishers, or other needed equipment/machinery. Use a putty knife to remove substances from the floor and baseboards, and use a deck brush to clean corners and baseboards.<br>Stocks and refill restroom dispensers.<br>Follows methods and safe handling procedures for chemicals outlined on the Safety Data Sheets (SDS). <ul style="list-style-type: none"> <li>• Perform any incidental cleaning as assigned.</li> <li>• Ensures that assigned areas will meet Hospital Standards, Infection Control, Title 22 Licensing, Environmental Health, and Joint Commission Standards. Participates in Housekeeping Inspections with Area Supervisor to make necessary corrections as recommended by these inspections.</li> <li>• Interacts with patients and staff in a professional and respectful manner and is accountable to understand and follow Administrative Directives, Housekeeping Manual, and Infection Control Procedures.</li> <li>• May assist in providing instruction and training to new employee in the proper use of equipment and safe cleaning methods, understanding of the SDS and</li> </ul> |                                    |                          |

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|                   | <p>janitorial procedures such as services such as sweep and mop floors, vacuum, dust, empty and clean waste receptacles.</p> <ul style="list-style-type: none"> <li>• Deliver all custodial supplies as needed.</li> <li>• Conduct daily inspections and address safety hazards.</li> <li>• Maintains security of working areas and work materials and inspects the premises for potential contraband.</li> <li>• Inventories and maintains all custodial supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as chemical cleaning agents, trash bags, toilet brushes, mops and brooms.</li> </ul>                                                                                                                                                                                                                                                                                            |
| 20%               | <ul style="list-style-type: none"> <li>• Empty trash; and move and arrange furniture and equipment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 15%               | <ul style="list-style-type: none"> <li>• Operate janitorial equipment/machinery. Maintains janitorial equipment in clean working condition. Notify supervisor when equipment needs repair. Maintenance a safe work environment. This includes, but not limited to use of equipment and supplies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 15%               | <ul style="list-style-type: none"> <li>• Request cleaning supplies and equipment as needed, including chemicals and select proper cleaning materials and supplies to complete daily tasks or project</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5%                | <p><b><u>MARGINAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• Vacuum rugs and carpets.</li> <li>• Clean stairwells and elevators.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5%                | <ul style="list-style-type: none"> <li>• Other assigned task and specialized duties as needed or required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Other Information | <p><b>SUPERVISION RECEIVED</b><br/>Under the direction of the Custodian Supervisor I or designee.</p> <p><b>SUPERVISION EXERCISED</b><br/>Not Applicable.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b><u>Knowledge of:</u></b><br/>Methods, equipment, and materials used in custodial duties; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas.</p> <p><b><u>Ability to:</u></b><br/>Use and care of custodial equipment and supplies; follow written and oral directions; read and write at a level appropriate to the classification.</p> <p><b>REQUIRED COMPETENCIES</b></p> <p><b><u>Physical</u></b><br/>The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, and walking on irregular surfaces. Must be able to</p> |

steer and control equipment and be able to lift and carry 50 pounds; repetitive fine motor and hand motion.

**Infection Control**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**Sexual Harassment**

Awareness of issues to be avoided to provide a good working environment.

**Fire, Life, and Safety**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

**Special Incident Report (SIR)**

Complete documentation as required for special incidents.

**Therapeutic Strategic Intervention (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**Cultural Awareness**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

**CPR**

Maintains current certification.

**Site Specific Competencies**

Ability to read and understand the Material Safety Data Sheets for chemicals.

**Technical Proficiency**

Ability to strip and wax floors using the appropriate, supplies and technique. Clean and sanitize a restroom, including a shower, and a tub.

**LICENSE OR CERTIFICATION**

Not Applicable.

**TRAINING**

The employee is required to keep current with the completion of all required training.

**WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

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|  | <p>The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Approval and receipt of IWSP differential is contingent upon employee's compliance with applicable pay differential letter currently referred as Pay Differential 67.</p> <p>All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and able to safely perform their essential job functions.</p> <p>Employee is required to:</p> <ul style="list-style-type: none"> <li>• Report to work on time and follow procedures for reporting absences.</li> <li>• Maintain a professional appearance.</li> <li>• Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public.</li> <li>• Comply with hospital policies and procedures.</li> </ul> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____<br/>Employee Signature</p> </div> <div style="width: 45%;"> <p>_____<br/>Date</p> </div> </div> <p style="margin-top: 40px;">I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____<br/>Supervisor's Signature</p> </div> <div style="width: 45%;"> <p>_____<br/>Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____<br/>Reviewing Supervisor's Signature</p> </div> <div style="width: 45%;"> <p>_____<br/>Date</p> </div> </div> |
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