

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-239-2011-XXX		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions Environmental Services		CLASSIFICATION TITLE Custodian I			
		WORKING TITLE Custodian I			
		TIME BASE / TENURE P / FT	CBID R15	WWG 2	COI Yes ☐ No ☒
LOCATION 7707 Austin Rd. Stockton, CA 95215		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.					
GENERAL STATEMENT					
Under the direct supervision of the Custodian Supervisor II, and general functional supervision of the Lead Custodian, to perform janitorial duties in keeping an assigned office, building, unit or area clean and orderly; may instruct, lead, or supervise incarcerated persons, and to do other related work.					

% of time performing duties	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.
35%	Perform janitorial services in patient rooms, including: • Sweeping, scrubbing, mopping, spotting and waxing floors and baseboards. • Cleaning and dusting of furniture and equipment. • Removal of mattresses, trash, etc. • Steam cleaning ceiling, walls, and floors with high pressure equipment • Spraying of disinfectant and disinfecting mattress. • Emptying and cleaning waste receptacles. • Assisting in moving and arranging furniture and equipment as needed. • Maintains security of working areas and work materials.
35%	Perform janitorial services on the Unit, including: • Sweeping, scrubbing, mopping and waxing floors and baseboards. • Cleaning, dusting, and polishing cabinets, furniture, lockers, and woodwork. • Cleaning hallways, rest rooms, offices and lobbies. • Emptying and cleaning waste receptacles. • Vacuuming floors. • Assisting in moving and arranging furniture and equipment as needed. • Refilling lavatory supply dispensers. • Transporting clean and soiled laundry to and from the units and laundry department. Verifying number of laundry items delivered and received are correct. • Operating scrubbers, buffers, waxers, and other equipment and machinery. • Cleaning Venetian blinds and light fixtures. • Maintains, transports, and ensures containment of Bio Waste materials and storage in appropriate location.
25%	In cooperation with other staff, maintains the security of working areas and working materials.
5%	Perform administrative duties including, but not limited to adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. KNOWLEDGE AND ABILITIES KNOWLEDGE OF: Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices used in janitorial work. ABILITY TO: Use and care for janitorial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification. REQUIRED COMPETENCIES SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

EMPLOYEE IS REQUIRED TO: • Report to work on time and follow procedures for reporting absences. • Maintain a professional appearance. • Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public. • Comply with hospital policies and procedures. • Keep current with the completion of all required training. 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. All employees may be 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 are able to safely perform their essential job duties.		
SPECIAL PERSONAL CHARACTERISTICS		
• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.		
SPECIAL REQUIREMENTS		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
• Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT: • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE