

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date 4-16-2026	
Employee Name	Division Department of State Hospitals- Patton			
Position No / Agency-Unit-Class-Serial 502-553-2002-XXX	Unit General Services- Housekeeping Department			
Class Title Custodian Supervisor I (Safety)	Location Patton State Hospital			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID S15	Work Week Group: 2	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Custodian Supervisor II or designee, supervises, directs, and trains custodian staff in the environmental care, cleaning, and maintenance of the hospital. Serves the role of a working supervisor in performing the duties of general housekeeping tasks with assigned work areas and performs other duties as assigned. Keep records and prepare reports for Custodian Supervisor II or HGSAIL. May also lead and instruct patients to participate in Industrial Therapy (IT) worker programs. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions				
% 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; percentage must total 100%. (Use additional sheets if necessary).			
40%	• Provides direct supervision and training for eight or more Custodians. • Responsible for maintaining a safe and sanitary environment for DSH property by providing instruction and training in accordance with Housekeeping Policies and Procedures, equipment maintenance, and hospital rules and regulations with California Title 22 standards. • Conducts daily inspections in all assigned work areas and records all findings focusing on custodial practices, sanitation, safety hazards, improvements, prevention, etc. • Responsible for maintaining inventory, inspections, and documentation of all tools, equipment, and supplies utilized within assigned work areas such as mops, brooms, and chemical cleaning agents to ensure the safety of patients, staff, and DSH property from the potential usage of contraband. • Assist Custodians with cleaning and custodial work, such as sweep, scrub, mop, strip, and wax floors. Maintain floors with floor scrubbers, burnishers, or other needed equipment/machinery sweep and mop floors in all areas/units, empty trash and clean waste receptacles, disinfect and clean restrooms, detail showers, and porcelain basins, and refill lavatory supply dispensers. • Maintains security of working areas and work materials and inspects the premises for potential contraband.			

	• Train Custodians on environmental care, cleaning, and maintenance of the hospital property.
25%	• Reviews and approvals employees' Absence and Additional Time Worked from (STD 634) and Authorization for Extra (Overtime) Hours (DSH 0682). • Schedules and approves employee leave time ensuring adequate coverage of assigned work areas. • Completes annual Individual Development Plan (IDP) and/or probationary reports. • Schedules for all mandatory training for employees. • May act as Custodian I in their absence.
20%	• Maintains a safety program that includes training, inspections, meetings, and accident investigation and prevention.
10%	<u>MARGINAL FUNCTIONS</u> • Conducts interviews, and maintains work records.
5%	• Other assigned tasks and specialized duties as needed or required.
Required Competencies	SUPERVISION RECEIVED: Under the direction of the Custodian Supervisor II or HGSAll/designee SUPERVISION EXERCISED: The Custodian Supervisor I supervises Custodian I. ABILITY TO: Safely use care for equipment and supplies: safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 75 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; communicate effectively; maintain order and supervise the conduct of persons committed; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials; promote positive, collaborative, and professional working relationships; facilitate meetings to provide information and determine action needed; plan, organize and/or manage multiple tasks; work indecently or as a team member; plan, organize, and direct the work of others; conduct in-service training programs; keep inventories and make requisitions; analyze situation accurately and implement an effective course of action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. KNOWLEDGE OF: Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; sanitation and safety measures used in the operating, cleaning and care of equipment and work areas; safety practices; procurement documents

for cleaning supplies; personal computer hardware and/or software products; principles of effective supervision; training methods; use of purchase orders for cleaning supplies and equipment; supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

REQUIRED COMPETENCIES

Physical

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 computers software and hardware, bending, stooping, twisting, and walking on irregular surfaces. Must be able to steer and control equipment and be able to lift and carry 75 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 is 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.

Culture Awareness

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

Site Specific Competencies

Ability to read and understand Safety Data Sheets for chemicals.

Technical Proficiency

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

License or Certification

	Not Applicable <u>Training</u> The employee is required to keep current with the completion of all required training. <u>Working Conditions</u> 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. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality at all times. 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 Approval and receipt of IWSP differential is contingent upon employee's compliance with applicable pay differential letter currently referred as Pay Differential 67. 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. Employees are 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
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	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). <table> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Classification (Employee Signature)</td> <td>Print Name</td> <td>Date</td> </tr> </table> I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. <table> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Classification (Supervisor Signature)</td> <td>Print Name</td> <td>Date</td> </tr> </table> <table> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Classification Reviewing Supervisor Signature</td> <td>Print Name</td> <td>Date</td> </tr> </table>	_____	_____	_____	Classification (Employee Signature)	Print Name	Date	_____	_____	_____	Classification (Supervisor Signature)	Print Name	Date	_____	_____	_____	Classification Reviewing Supervisor Signature	Print Name	Date
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