

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Position Statement Templates	<i>Position Statement Templates</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-062-2011-946
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Modesto Office / Modesto Cluster / ARU 062	Sarah Muller
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Northern Workforce Services Division	Employment Program Manager I
BRANCH:	REVISION DATE:
Workforce Services Branch	4/1/2022
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☒ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☐ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Occasional travel to other locations may be required. Shift hours 10:00 am- 7:00 pm.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general supervision of the site manager, the custodian is responsible to keep the office and adjacent premises clean and orderly to ensure the staff and public are provided with a clean and sanitary building in which to conduct business. Incumbent performs all janitorial duties, utilizes acceptable work habits, meets established standards and communicates effectively.	
Percentage of Duties	Essential Functions
55%	<u>Custodial Functions:</u> Performs custodial services to keep offices and buildings clean and orderly. Duties include sweeping, scrubbing, mopping, waxing, and vacuuming floors; cleaning, dusting, and polishing furniture, cabinets, and cubicles; and emptying and cleaning waste receptacles. Cleans hallways, restrooms, offices, lobbies, ceilings, walls, windows, blinds, and light fixtures. Assists with moving and arranging furniture and equipment; turns off lights and appliances; locks doors and windows; and secures the building by setting alarms. Refills restroom and housekeeping supplies, performs inspections, reports vandalism, and maintains safety and sanitation standards.

	Maintains tile, cement, laminate, and carpeted floors using appropriate tools. Empties trash by lifting or tipping receptacles or transporting waste to disposal sites. Cleans modular and free-standing furniture, removes dust, and polishes surfaces using cloths, dusting tools, and green products. Removes stains from carpets and flooring using tools such as spray bottles, cloths, brooms, brushes, mops, and vacuums, applying wet or dry green cleaning products as needed. Cleans restrooms daily using tools commonly used in the industry, applying green cleaning and disinfecting products. Cleans, disinfects and scrubs toilet fixtures, sinks, facets, counter tops, mirrors, toilet partitions and doors, dispenser cabinets, and doors. Mops floors using disinfectants from wall to wall including but not limited to around toilet fixtures. Empties sanitary napkin and trash receptacles; cleans washbasins, sanitary napkin receptacles, water closets, and urinals; replenishes supplies in soap, paper towel, sanitary napkin, toilet seat dispensers and toilet paper dispensers; polishes metal work. Provides servicing to corridor and lobby, which consists of collecting and removing all loose paper, trash rubbish, empty bottles, and other discarded material from the lobby area; removes wads of gum, tar, and other sticky substances from the floors; keeps drinking fountains and plexi glass surfaces in a neat and presentable condition; mops up any small wet areas resulting from spillage and bad weather. Maintains immediate outside areas of facility in a clean and orderly manner by sweeping, watering, maintaining parking areas (if applicable), sidewalks, garbage pickup areas, supply areas of kitchen, etc. Works in exterior environments, including building grounds, outdoor common areas, and adjacent parking lots. Cleans break room and maintains all areas of kitchen in a clean and sanitary condition. Performs high cleaning, which includes cleaning or dusting wall surfaces, light fixtures, transoms, pipes, air diffusers, venetian blinds and other objects that are high enough to require the use of a ladder and too high for a room cleaner to reach while standing on the floor. Performs window washing, which consists of washing and drying both the inside and outside window glass surfaces, washing the inside window frames and sills and dusting the outside window frames and sills. May encounter live or dead insects, reptiles, rodents, or other wildlife while working, including the removal and proper disposal of dead pests as necessary to maintain a clean and safe environment.
20%	<u>Inventory and Supplies Maintenance & Reporting:</u> Maintains knowledge of materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; implements sanitation and safety measures in the operating, cleaning and care of equipment and work areas. Requests, receives and inspects store and inventory supplies; keeps records and prepares reports and recommend necessary adjustments.
15%	<u>Use of Equipment:</u> Safely uses and cares for equipment and supplies; safely uses manual and/or electric cleaning equipment; keeps accurate inventories; follows directions; learns and performs routine custodial tasks; works courteously and cooperatively with others; safely lifts and carries objects weighing up to 50 pounds; identifies and resolves complex issues as it relates to custodial functions; Replaces light bulbs and tubes; operates scrubbers, buffers, waxers, and other

5%	equipment and machinery. Maintains and cares for equipment in order to eliminate breakdowns and to obtain maximum utilization of time and equipment. <u>Safety Precautions with Hazardous Waste Disposal:</u> Maintains compliance with the State Health Department Title 22, and 8 in relation to biohazard, hazardous waste (including sharp containers) and toxic materials control procedures. Works in environments where exposure to hazardous chemicals or physical safety risks may occur and consistently follows established safety procedures and precautions. Ensure safety precautions to help maintain a safe work environment. Review safety inventory stock, personal protective gear, and issues as needed. Attend safety meetings to ensure compliance with safe work practices and work condition and enforce safety rules as they apply to staff.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Continuously - activity occurs > 66%	Sitting: Occasionally - activity occurs < 33%
Walking: Continuously - activity occurs > 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Frequently - activity occurs 33% to 66%
Lifting: Frequently - activity occurs 33% to 66%	Bending/Stooping: Frequently - activity occurs 33% to 66%
Other: <i>Click here to enter text.</i>	
Type of Environment: ☐ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Office Building	
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☒ Other: Interaction with site manager	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	
None	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	11/15/2024

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file