DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: California Institution for Men (CIM)/Operations/CALCTRA			
2. Enterprise/Unit: Healthcare Facilities Maintenance (HFM)			
3. Classification Title: Custodian I			
4. Working Title: Custodian I			
5. Position Number (Agency-Unit-Class-Serial): 081-760-2011-xxx	**6. CBID:** R15	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** San Bernardino
9. Tenure: Limited Term		**10. Time Base:** Full-Time	
11. License Requirement: N/A - Not Applicable		**12. Endorsement Requirement:** N/A	
13. Retirement Category: Safety		**14. Work Schedule:** Workdays/Hours May Vary	
15. Incumbent Name (If known): Vacant		**15a. Effective Date:**	

16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under supervision the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of incarcerated individuals, to protect and maintain the safety of persons and property, may instruct, lead, or supervise incarcerated individuals and other related work. May receive assignments and directions from the Custodian II's, Custodian Supervisor I's or II's. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two incarcerated individual workers who substantially replace civil service employees for a total of at least 120 hours per pay period may be eligible for Pay Differential 67. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.

17. Percentage (%) of time performing duties:	**18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.**
	ESSENTIAL FUNCTIONS
40%	Perform, daily, a variety of custodial cleaning tasks such as cleaning and disinfecting lobbies, medical treatment space, medical equipment, electronic equipment, patient rooms/areas, offices, kitchens, stairs, elevators, clinics, labs, 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 golf carts to and from work areas. Stay abreast of chemicals and equipment used for cleaning..
25%	Empty trash, reline containers, fill and polish dispensers, vacuum and clean vents, perform high and low dusting, perform isolation cleaning, blood spills and emergency clean up. Perform floor and carpet care such as stripping, waxing, sealing, buffing, and scrubbing. Conduct tool inventory audits, reporting, including tool issuance and returns. Complete perpetual inventories and track PAR levels.

(Essential Functions Continued on Page 2)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
20%	Trains in the performance of Janitorial Services Program. Responsible for assisting with daily operations, preparing list of materials/supplies to order and train incarcerated individuals. Provides training for custodial work, technical training, hands on training, assists with preparation of class instruction, and document progress. Maintains accurate Incarcerated individuals Work Incentive and time-keeping records. Reviews and documents work performance. Assists and upholds incarcerated individuals' disciplinary regulations and issues disciplinary actions.
10%	Assist in Health and Safety Program. Ensures the Injury Illness Prevention Program complies with all CalOSHA requirements. This would include the State Health Department in Title 22, 15, and 8. Biohazard, hazardous waste (including sharp containers) and toxic materials control program. Ensure safety precautions to help maintain a safe work environment. Review safety inventory stock, issues as needed, and personal protective gear. Attend safety meetings, enforces safety rules as they apply to staff and incarcerated individuals, ensures compliance with safe work practices and work conditions. Attends mandatory or job-related training and works cooperatively with the host institution staff. Performs special required duties during emergencies.
	(Marginal Functions on Page 3)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
5%	Assist in moving and arranging furniture and equipment, attends special events, and helps with meeting set- up, and ensures that all areas of responsibility meet acceptable standards. Performs other duties as assigned per classification such as special projects or safety-related reports.

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work perform or persons assigned to work in a California Correctional Training and Rehabilitation Authority enterprise or programs; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Cristina Vera	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NL 10/22/2026		