California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒ CURRENT
☐ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Custodian I	Custodian I

BRANCH
Building Educational Success Together

DIVISION	OFFICE
State Special Schools and Services	Diagnostic Center Southern California

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R15	2		202-420-2011-003	Los Angeles, CA

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
6 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Business Services Officer III, the incumbent serves as a member of the facility maintenance support services unit. Responsible for performing routine janitorial duties by keeping office, meeting rooms and other areas of the building clean and orderly.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Business Services Officer III

SUPERVISORY RESPONSIBILITIES

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Maybe required to bend, squat, kneel, stoop, sit, reach overhead, pull/lift/ move machinery (i.e. vacuum, buffing machine) while performing janitorial duties. Will be under LED lights in a temperature-controlled environment and may have to climb stairs and lift and carry up to 25-35 lbs.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	80%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Routine Maintenance:
Performs a variety of janitorial tasks including maintenance and caring for all floor coverings, sweeps, mops, waxes, buffs tiles areas, Vacuums, steam cleans carpet areas. Cleans and sanitizes all restrooms including the washing of basins, cleaning mirrors, sanitizing toilets, refills toilet paper and towel dispensers. Dusts and cleans all furniture and fixtures. Removes cobwebs, cleans and maintains all walls and ceiling. Cleans and maintains all windows and sills on the interior and exterior of the building on a regular basis. Empties all interior and exterior waste receptacles daily.

Relative % of Time Required:	5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Special Projects:
Assists maintenance staff with special projects; prep and clean-up. Arrange tables and chairs for conference and trainings. Assists in moving rearranging furniture packages and equipment when required.

Relative % of Time Required:	5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Vehicle Maintenance:
Cleans and maintains vehicles: takes vehicles to car wash monthly or on an as needed basis. Cleans and stocks vehicle storage area, empties trash, sweeps, cleans and stocks vehicle maintenance stations on an as needed basis.

Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Equipment and Supplies:
Operates, maintains, cleans and cares for all janitorial equipment. Cleans and maintains janitorial storage areas. Inventories and requests janitorial supplies.

Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other Duties:
Performs other non-janitorial tasks as assigned to assist Building Maintenance Worker and Stationary Engineer with repairs/modifications or other tasks assigned by management.
Performs mandatory trainings and other duties as assigned.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Responsible for following all State safety policies and procedures while performing the above tasks and for notifying supervisor of any safety violation, hazard or unsafe working condition prior to performing a task.

PERSONAL CONTACTS

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor