CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California Health Care Facility (CHCF)	190-239-2002-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Custodian Supervisor I			
	WORKING TITLE			
Division of Adult Institutions Environmental Services	Custodian Supervisor I			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S15	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

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 supervision of the Custodian Supervisor II, the Custodian Supervisor I manages, oversees, plans, organizes, and supervises the janitorial work of a Custodian I at CHCF. The Custodian Supervisor I is involved in the care, cleaning and maintenance of office buildings, incarcerated housing units, and may instruct, lead, or supervise incarcerated individuals or workers, and do other related work. Due to operational need, the incumbent will be expected to perform all subordinate staff duties; including but not limited to all Custodian I and Custodian II duties.

% 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%	Oversees, directs, and manages the Custodian I and Custodian II's in the instruction, assignment of work, and training for other housekeeping staff on the newest cleaning techniques and products; manages subordinate staff with the operation of housekeeping machinery and equipment; may perform inspections and maintains housekeeping practices and standards of safety and sanitation.
35%	Directs and reviews the maintenance of inventory and requisitions; oversees the receipt, inspection, storage and inventorying of supplies; receives and advises staff on complaints from unit and building occupants by making or recommending appropriate adjustments, as needed; regularly inspects all areas, maintains records, and prepares reports; provides consultation services regarding housekeeping services to program managers and department heads; performs general personnel administration, evaluates performance and recommends appropriate action.
25%	Maintains tool and key control per the department and institutional procedures. Controls the inventory storage, and use of hazardous materials. Enforces and ensures work meets guidelines of the Health and Safety Program to include State Health Department Title 8, 15, and 22, and Bio-Hazardous waste and toxic materials control program Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Provides recommendations for the appointment of qualified applicants. Attends In-Service Training and CalPIA training necessary to meet annual requirements. Follows all departmental/institutional policies and operating procedures. All other Environmental Services duties as required by the Supervisor, within the scope of the Custodian Supervisor I classification. 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. **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. **DESIRABLE QUALIFICATIONS** ***Special Personal Characteristics:*** • Maintain a professional appearance; • Report to work on time and follow procedures for reporting absences; • Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public; • Comply with Correctional Institution policies and procedures. • Keep current with the completion of all required training

- Possess and maintain strength, good physical agility and willingness to do heavy manual labor.

Interpersonal Skills: Ability to work independently and in a team setting

The employee is required to work any shift and schedule in a variety of settings throughout the Correctional Institution and may be required to work overtime and float to other work locations as determined by the operational needs of the Correctional Institution. 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.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Custodian Supervisor I utilizes mops, brooms, floor buffers, scrubbers, high pressure water sprayers, chemical cleaners and disinfectants and other cleaning implements.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to exert up to 50lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves walking or standing for most of the time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Custodian Supervisor I works in a prison healthcare setting, with fluorescent lighting and a thermostatically controlled environment. This position involves frequent walking. This position will be in contact, directly and indirectly, with chemicals and hazardous waste (blood, feces, bodily fluids, etc.).

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 HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

• *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*		
SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**