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)	190-239-2003-005			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Custodian II			
	WORKING TITLE			
Division of Adult Institutions Environmental Services	Custodian II			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R15	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 I, the Custodian II, is responsible for performing janitorial duties at the California Health Care Facility. The Custodian II will work with and supervise a group of Custodian's engaged in keeping an assigned office, building, incarcerated housing unit, or area clean and orderly. The Custodian II may instruct, lead, or supervise incarcerated workers and do other related work.

% 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%	Sweep, mop, scrub, spotting and waxing floors, vacuums rugs and carpets, operate scrubbers, buffers and other janitorial equipment and machinery; empty and clean waste receptacles, spotting walls, cleaning floors, cells, stairways, hallways, restrooms and offices, clean and polish cabinets, furniture and woodwork, clean all clinic areas. Supervise Custodian I staff as well as supervise and provide instruction and on the job training for incarcerated workers engaged in janitorial service. Function as the Housekeeping Supervisor in the absence of the Custodian Supervisor I. Assist in the evaluation of staff performance.
20%	Collect, transport, and dispose of hazardous waste (blood, feces, etc.) in a proper manner as described in the Local Operating Procedure. Collect, transport and dispose of (when appropriate) soiled linen in a proper manner as described in the appropriate Local Operating Procedure**.**
20%	Clean restrooms, office partitions, medical clinics; clean ceilings, walls, interior and exterior of windows, window screens, mini blinds, light fixtures, glass partitions, and vents.
10%	Assist in moving and arranging furniture and equipment; setting up and breaking down of special event and meeting set ups; evaluate the work performance of inmate workers. Ensure that all areas of responsibility meet acceptable standards.
10%	Polish metal work; turn out lights and lock doors and windows; restock all restroom supplies; replenish janitorial supplies; attends training and meetings as required.
5%	Make up beds in a proper manner as time permits. Attends In-Service Training and CalPIA training necessary to meet annual requirements. Follows all departmental/institutional policies and operating procedures. Any other EVS work, within the scope of Custodian II classification, that is required by the Supervisor. 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.
	KNOWLEDGE AND ABILITIES *Knowledge of:* **Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices in janitorial work.** *Ability to:* **Use and care for janitorial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification.** **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.

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 II works in a prison healthcare setting, with fluorescent lighting and a thermostatically controlled environment. This position involves frequent walking.

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

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