DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: California Institution for Women (CIW)/Operations/CALCTRA			
2. Enterprise/Unit: Healthcare Facilities Maintenance (HFM)			
3. Classification Title: Custodian Supervisor I			
4. Working Title: Custodian Supervisor I			
5. Position Number (Agency-Unit-Class-Serial): 087-760-2001-001	**6. CBID:** S15	**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 direction the incumbent performs the required janitorial service, trains and supervises incarcerated individual workers and civil service staff engaged in daily janitorial functions. Custodian series positions who have direct supervisory responsibility over incumbents who have direct responsibility for work supervision, on-the-job training and regular work performance evaluations of at least two incarcerated individuals who substantially replace civil service employees for a total of at least 120 hours 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%	Gives instruction and on-the-job training to custodians engaging in sweeping, mopping, scrubbing, spotting, and waxing floors; emptying and cleaning waste receptacles; spotting walls; cleaning floors, cells, stairways, hallways, restrooms, and offices. Ensures the proper handling and disposal of medical waste. Planning the daily operations and scheduling labor, facilities training, counseling and conducts evaluations of the incarcerated individual workers. Maintains accurate incarcerated individual counts. Computer data entry for the Industry Employment Program. Initiates the order request (Form 13) for replenishing janitorial supplies. Staff evaluations, billing for the service provided. Maintains tool and key control per the department and institutional procedures. Controls the use, inventory, and storage of hazardous materials. Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department Title 8, 15, and 22, and the Bio-Hazardous waste and toxic materials control program.

(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
25%	Ensures the proper use of methods, materials, chemicals, disinfectants, and equipment used in cleaning office and public buildings. Supervises staff and incarcerated workers in the following duties: sweeps, scrubs, mops, and waxes floors; vacuum rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and clean waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, office, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes and replaces metalwork, when necessary; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery, as required.
20%	Evaluates the performance of staff and incarcerated individuals; receives guidance from the Standards and Compliance Coordinator or Correctional Health Care Services and CALCTRA QMS standards; to ensure that areas of responsibility meet acceptable standards; Utilizes equally effective communication in accordance to the Americans with Disabilities Act (ADA) and the Armstrong Remedial Plan ensuring communication with individuals equally with disabilities.
10%	Maintains accurate incarcerated individual Work Incentive and incarcerated individual time-keeping records. Evaluates and documents incarcerated individual performance. Assists and upholds incarcerated individuals' disciplinary regulations and issues disciplinary actions. Attends mandatory or job-related trainings 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: Maria Cornejo	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NL 10/30/2026		