STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Ventura/765	Coastal			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Custodian I	R15	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-765-2011-005	11/05/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the supervision of the Facilities Sergeant, the Custodian I is responsible for performing janitorial duties including, but not limited to: emptying trash, cleaning restrooms, vacuuming carpets, mopping floors, dusting and cleaning windows and is responsible for the overall cleanliness and appearance of the building for the Ventura Office and Communication Center.

SUPERVISION RECEIVED

The Custodian I reports directly to and receives the majority of their assignments from the Facilities Sergeant. However, direction and assignments may also come from the Office Services Supervisor I (Typing) or Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
40%	Responsibilities include but are not limited to: vacuums carpeted areas, removes stains from floors, damp mops and buffs all areas. Empties all waste baskets, washes and replaces liners when necessary. Cleans out exterior ash tray containers, empties garbage containers and properly disposes garbage away from premises. Cleans sinks and appliances in employee rooms; spot cleans windows, lobby door; removes fingerprints, smudges and dust from walls.
25%	Cleans restrooms by sweeping, damp mopping and removing stains from floor. Cleans mirrors, dusts stalls and doors; cleans toilet bowls/urinals and wash basins; cleans soap dispensers, paper holders and re-files dispensers as needed; and cleans plumbing fixtures and checks for needed repairs.
20%	Spot cleans painted walls and cleaning counters. Buffs floors and sweeps sidewalk. Dusts woodwork, ledges, doors, trim and window sills, painted walls and baseboards. Strips, treats, and buffs floors as needed; damp wipes desks and files cabinets. Cleans inside and outside windows, replaces light tubes as needed, cleans light fixture covers as needed, and cleans exterior of ventilator grills and exterior of ceiling ducts as needed.
10%	Maintains janitorial supplies and rest room products by coordinating the purchase of and monitoring the inventory of janitorial supplies.
	Non-Essential Functions
5%	Performs other job-related duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE