



Custodian 1

Exam Code: 9PB60

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Custodian 1 – \$2,926.00 - \$3,663.00 per month

[View the Custodian 1 classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the Online Multiple-Choice examination is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center

1810 16th Street

Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Custodian 1

Six months of professional cleaning experience. Possession of a high school diploma or equivalent can be substituted for the required experience.

POSITION DESCRIPTION

Custodian 1

Under supervision, incumbents perform custodial services in keeping an office, building, area, correctional facility, residential facility, or medical facility clean and orderly; may instruct, lead, or provide instruction to inmates, youth offenders, or institutional residents who are assigned to assist with custodial services; sweep, scrub, mop and wax floors; vacuum rugs and carpets; clean, dust, and polish cabinets, furniture, and woodwork; empty and clean waste receptacles; clean stairways, escalators, elevators, hallways, restrooms, offices, lobbies, patient rooms, exam rooms, resident rooms, and emergency rooms; clean ceilings, walls, windows, window shades, and light fixtures; assist in moving and arranging furniture and equipment as required; polish metal work; turn out lights and lock doors and windows; refill lavatory and housekeeping supplies; make beds and care for linens; replace light globes and tubes; operate scrubbers, buffers, waxers, and other equipment and machinery; operate a freight or passenger elevator. In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

EXAMINATION SCOPE

This examination consists of the following components:

Multiple Choice Written Examination – Weighted 100% of the final score

The written test is designed to evaluate a candidate's knowledge in the areas of:

1. Custodian Knowledge
2. Following Written Instructions
3. Reading and Understanding Material Safety Data Sheets (MSDS)

To obtain a position on the eligible list, a minimum score of 70% must be attained. In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work
2. Sanitation and safety measures in the operating, cleaning and care of equipment and work areas
3. Safety practices

Ability to:

1. Safely use and care for equipment and supplies
2. Safely use manual and/or electric cleaning equipment
3. Keep accurate inventories
4. Follow directions
5. Follow directions; learn and perform routine custodial tasks
6. Work courteously and cooperatively with others
7. Safely lift and carry objects weighing up to 50 pounds
8. Identify and resolve complex issues as it relates to custodial functions
9. Utilize acceptable work habits and meet established standards
10. Communicate effectively

In departments with inmates or mental health patients, all of the above and:

11. Maintain order and supervise the conduct of persons committed
12. Prevent escapes and injury of these persons, to themselves, to others, and to property
13. Maintain security of work areas and work materials

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Custodian classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

When you select the link below, you will be directed to the Custodian on-line multiple choice examination. When you complete the on-line examination, it will be instantly scored.

This is a 90-minute timed examination. There is no way to pause, stop or reset the timer once you start. Please ensure you have the full 90 minutes to take the online examination. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. If you are unable to

complete the 90-minute timed examination, it is recommended you do not take the examination until you are able to do so.

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Note: This examination is being given online and you are able to take the examination at any time on any day of the week. Once you click the [Take the Custodian 1 Online Multiple-Choice examination](#) classification button, your time will begin. There is no way to pause, stop, or reset the timer once you start. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. At this time, if you are unable to complete the timed examination, it is recommended you do not continue until you are able to do so.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the

rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.