Institution/Division/Office California Medical Facility (CMF)/ Operations/ CALPA	2. Unit Name/Industry Healthcare Facilities Maintenance (HFM)
3. Class Title Custodian Supervisor I	4. Proposed Incumbent (if known) Vacant
5. Current Position Number (Agency-Unit-Class-Serial) 966-760-2002-xxx	6. Effective Date

7. 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.

8. Work Schedule: Workdays/Hours May Vary. Shifts are scheduled as straight eight and do not receive a lunch break.

9. Percentage of time performing duties:

10. 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. (Use an additional page if necessary.)

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.

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 CALPIA 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.

MARGINAL FUNCTIONS

5%

Assist in moving and arranging furniture and equipment, attends special events, and helps with meeting setup, 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. Attends mandatory or job-related trainings and works cooperatively with the host institution staff. Performs special required duties during emergencies.

California Prison Inc themselves or other through the use of wareas and work ma	dustry Authority enterprise or programs; pers or to property by requesting assistance whistles, personal alarm devices, or other terials by confirming incarcerated individu	ork perform or persons assigned to work in a revent escapes and injury by these person, to e of the correctional staff assigned to the area means necessary; maintain security of working als attendance and tool control throughout the ed individuals for contraband, such as weapons
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME Delia Zaragoza	SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL		
NL 8/13/2024		