

DUTY STATEMENT

Employee Name:	Position Number: 580-131-2011-041
Classification: Custodian I	Tenure/Time Base: Permanent/Full-time
Working Title: Custodian	Work Location: 850 Marina Bay Pkwy Richmond, CA 94804
Collective Bargaining Unit: R15	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Facilities Management Section/ Richmond Facility Support/ Custodians

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by being responsible for general cleaning of offices, labs, warehouses, and common areas by applying sustainable work practices to maintain a clean and sanitary environment.

The incumbent works under the supervision of the Custodian Supervisor I within the Richmond Facility Support, Custodians Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES WORK ENVIRONMENT

- Work in buildings up to three (3) stories high.
- Wear standard CDPH-supplied shirts and/or pants according to current policy.
- When working in the interior of the building, may need to use passenger/freight elevator or stairs to get self, equipment, or supplies from one floor to another floor.
- Work may involve exposure to dirt, dust, fumes, and unpleasant odors
- Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
- May require the ability to work overtime.

PHYSICAL ENVIRONMENT

- Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling, or squatting while performing duties; reach or stretch by extending hand(s) or arm(s) in any direction.
- Requires physical work, lifting, pushing, or pulling required of objects up to 50 pounds.
- May climb stairs.
- Wear appropriate Personal Protective Equipment (PPE) during the performance of duties, including but not limited to, Latex gloves or other protective gloves, facemask when working around heavy dirt or dust and earplugs while working around noisy equipment or machinery.

Essential Functions (including percentage of time)

30% General Office Cleaning

Cleans general office floors and associated common corridors and lobbies by performing a variety of tasks including sweeping, vacuuming, or mopping tile, stone, or carpeted floors using equipment or tools to maintain tile, stone, carpeted, or concrete floors. Empties trash receptacles by lifting plastic liners into a portable trash barrel for pushing to another disposal site. Cleans modular systems or freestanding furniture or woodwork to remove dust and/or polishes surfaces using cloths, dusting tools, and/or green polishing products. Removes stains from carpets, area rugs, tile, or stone floors using tools or equipment such as, but not limited to, a spray bottle and

cleaning cloth (appropriate for the surface), broom, brush, mop, vacuum(s), and wet or dry green products for cleaning spots.

30% Restroom Cleaning

Cleans common and/or executive restrooms using tools commonly used in the industry, and applying green cleaning products, to disinfect and cleanse floors, fixtures, and walls by performing the following tasks, wiping down and scrubbing toilet fixtures, sinks, sink countertops, bright work, mirrors, toilet partitions and doors, and dispenser cabinets. Restocks all paper products and refills pump dispensers with liquid soap. Wipes down shower doors, stall walls, and floors to diminish water spotting. Mops floors from wall-to-wall including, but not limited to, areas around toilet fixtures using disinfectants. Read, and follow instructions on manufactures label for use of and/or mixture of products.

10% Equipment, Tools and Supplies Tasks

Maintains on a routine basis assigned equipment, tools, and storage areas for cleanliness and functionality and promptly reports repair equipment or tool repair/replacement needs to supervisor(s) to avoid breakdowns and to ensure equipment and tools are consistently functional and available for use. Regularly inventories and prepares a list of products, supplies, and/or tools individually used to be reordered in accordance with the inventory program overseen by the Supervisor(s) to maintain sufficient levels of products, supplies and tools.

10% Periodic Tasks

Performs periodic detail cleaning including, but not limited to, high (ceilings, walls, corners) and low (less than 3 feet above ground/floor level) dusting using tools such as dust cloths, brushes (fixed length or telescoping), vacuum extension tools, and wall-to-wall vacuuming using upright, canister, wet/dry, back-pack or outside vacuum cleaners. May need to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, or decimals.

10% Health and Safety

In addition to direction from the supervisors and the CDPH Health & Safety Unit, promotes the health and safety programs to comply with laws and regulations, safety trainings (AB 2189) injury and illness prevention (IIPP and SB 298), and Worker's Compensation (Title 8 and SB 198.) for the health and welfare self, of other employees, and the public by performing in the following manner: Reports to supervisors and/or CDPH staff to dispatch skilled or unskilled staff to mitigate and/or abate any unsafe condition observed or reported within the building and adjacent grounds. Applies the CDPH Health & Safety Unit written guidelines and directives established to fulfill the Occupational Health and Safety Administration Division (OSHA) requirements. Participates in a team environment to execute the plans for Emergency Response, Disaster Recovery and Business Resumption, Hazardous Materials and Waste Manifest to enact prompt mitigation responses upon notice. Attends training for how to handle hazardous materials and how to use environmental safeguards. Attends on-going safety training as scheduled by the manager(s) and/or supervisor(s). Read, follow, and enforce safety procedures.

5% Additional Responsibilities

Informs supervisor(s) promptly of work needs noticed while on assigned routes that may be delegated to maintenance staff including, but not limited to, broken restroom dispensers or fixtures, burned out lighting, door(s) sticking or not latching, broken locks, elevator malfunctions, etc.

Marginal Functions (including percentage of time)

5% Provides relief to other custodial positions as determined by supervisor(s) to balance out staffing shortage. Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW
Date: 3/11/25