

# NOTICE OF VACANCY



September 23, 2022

## **Custodian Part-Time Position**

**SALARY:** \$10/hour

**STARTING DATE:** ASAP

### **RESPONSIBILITIES:**

The custodial staff is responsible for the daily cleaning of University buildings and equipment. Custodians are under the direct supervision of the Head Custodian. Typical routine duties include but are not restricted to- dust mopping, sweeping, wet mopping, vacuuming, dusting, waxing, cleaning restrooms, stripping floors, removing trash, polishing furniture, and operation of basic mechanical cleaning equipment.

### **QUALIFICATIONS:**

- Knowledge of cleaning methods, materials and equipment.
- Ability to perform manual tasks requiring moderate physical strength, lifting from 25-40 pounds, climbing, ladder work, crawling, overhead work, kneeling, walking and standing for extended periods.
- High School diploma or GED
- Willingness to work flexible schedule.
- Preference given to candidates with previous custodial experience.

Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

### **TO APPLY:**

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>) and three references to [hr@usao.edu](mailto:hr@usao.edu). You may also mail them to the Human Resources Office:

**University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322**

**ATTN: HR Office.**

Application review begins **immediately** and will continue until position is filled.

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.