

NOTICE OF VACANCY

POSITION TITLE: Custodian

SALARY: \$22,880.00

REPORTS TO: Head Custodian

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

POSITION DETAILS: Full-time; FLSA Non-Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: March 2025

SUPERVISORY DUTIES: N/A

POSITION SUMMARY:

The custodial staff is responsible for the daily cleaning of university buildings and equipment. 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, EDUCATION & EXPERIENCE:

- 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, walking and standing for extended periods.
- High School diploma or GED
- Preference given to candidate with previous custodial experience.
- Candidate must have reliable transportation.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.