



NOTICE OF VACANCY

Position Title	Custodian
Salary	\$12.00 per hour
Reports To	Custodial Supervisor
Benefits	N/A
Position Type	Part-time as needed; FLSA Non-Exempt
Hours	8 AM- 12 PM
Supervisory Duties	N/A
Open Until	Filled

Position Summary

The Custodian is responsible for the daily cleaning and general upkeep of university buildings, ensuring a clean, safe, and welcoming environment for students, faculty, staff, and visitors across campus.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- Dust mop, sweep, and wet mop floors throughout assigned buildings
- Vacuum, dust, and wax floors and furniture as needed
- Clean and sanitize restrooms
- Strip and refinish floors as required
- Remove trash and recyclable materials from buildings
- Polish furniture and fixtures
- Operate basic mechanical cleaning equipment safely and effectively

Required Qualifications

- High school diploma or GED
- Knowledge of cleaning methods, materials, and equipment
- Reliable transportation

Preferred Qualifications

- Previous custodial experience

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform manual tasks requiring moderate physical strength
- Ability to lift and carry 25–40 pounds
- Ability to climb, perform ladder work, and work overhead
- Ability to crawl, walk, and stand for extended periods

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily works indoors within university buildings and may involve exposure to cleaning chemicals, dust, and varying temperatures, including work in mechanical or storage areas with limited lighting or ventilation.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. For more information, visit www.usao.edu.

To Apply

Complete the USAO application at <https://usao.edu/about/personnel.html>

When completing the USAO application, please attach:

- A letter of interest
- A detailed resume
- Three (3) professional/academic references
- Any necessary transcripts

If you have any questions, please email careers@usao.edu or visit the Office of Human Resources in person:

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.

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 with resources for reporting.
