JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Custodian/Housekeeper I

Job Code: 10201

Salary Grade: 14

FLSA Status: Non-Exempt

Job Family: Facilities Operations

Job Subfamily: Custodial Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Cleans and maintains assigned institutional facilities under close supervision. Sweeps, mops, vacuums, sanitizes restrooms, and removes waste following standard custodial procedures.

Job Responsibilities

1. Sweeps, mops, waxes, and polishes floors.
2. Cleans and dusts furniture, fixtures, and equipment.
3. Sanitizes and restocks restrooms and lavatories.
4. Vacuums carpeted areas.
5. Collects and disposes of waste and refuse.
6. Locks and unlocks offices, classrooms, and conference areas for cleaning access.
7. Rearranges furniture to original positions in lounges and common areas.

Minimum Requirements

Required Education & Experience:

- Experience: 0 years

Required Certifications or Licenses:

- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire).

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates baseline working knowledge of routine work processes, job responsibilities, procedures, and tools.
- Communication & Collaboration: Practices baseline principles of listening, and clear written/verbal communication.
- Problem Solving: Performs functions that are routine in nature and follows standard procedures.
- Autonomy: Follows standard principles and guidelines with little to no latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.
- Safety Comprehension: Ability to read, understand, and follow instructions on cleaning product labels, chemical Safety Data Sheets (SDS), and equipment operating procedures.

Working Conditions

- Physical work environment with exposure to varying indoor and outdoor conditions, including temperature extremes, noise, dust, and moving equipment.
- Frequent standing, walking, climbing, bending, stooping, and lifting of moderate to heavy materials.
- Use of tools, equipment, and personal protective equipment required.
- May require evening, weekend, or emergency-response hours. This position has been designated as safety-sensitive.

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