JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Custodian / Housekeeper

Job Code: 6681

Salary Grade: S04

FLSA Status: Non-Exempt

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.

Job Responsibilities

Performs routine cleaning in offices, residence halls, and public access areas.
- Cleans, sweeps, and dusts furniture and equipment.
- Collects and disposes of wastepaper and refuse.
- Mops, sweeps, waxes and polishes floors.
- Maintains and sanitizes lavatories and rest rooms. Restocks paper products in rest room and lavatories.
- Locks and unlocks offices, classrooms, and conference areas in order to clean.
- Vacuums carpeted areas where applicable.
- Rearranges furniture to original positions in lounges and common areas.
- May shovel snow from doorways and sidewalks.
- Performs various duties as needed in order to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: None

Experience:

Required: None

Required Certifications or Licenses:

- Valid Oklahoma Driver's License to drive University vehicles or ability to obtain within 30 days of hire date.

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

Knowledge, Skills, and Abilities

- Ability to accurately read and understand written materials and instructions
- Customer Service
- Ability to safely and accurately use assorted chemicals and cleaning appliances

Working Conditions

Physical:
Lifting and carrying loads up to 100 lbs. Prolonged standing and walking. Excessive use of arms in a back and forth motion. Excessive stooping and bending. Exposure to odors. Exposure to disagreeable tasks or conditions. Exposure to hazardous chemicals. Climbing stairs.

Environmental:
May require some weekend and/or overtime work. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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