



## Custodian / Housekeeper Coordinator

**Job Code:** 6682

**Salary Grade:** S08

**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.*

### Duties and Responsibilities

Responsible for a combination of specialized and routine administrative assignments in the area of custodial services. Assists in the development, planning and direction of programs and policies within Custodial Services. Oversees special activities, projects and budgetary transactions.

- Determines and develops labor and supply requirements for Custodial Services including routine assignments and special projects
- Assigns and directs the work of custodial employees.
- Manages the custodial inspection program to determine the operating effectiveness of custodial personnel; performs routine and special inspections as requested by the Manager.
- Creates and implements training and leadership programs for custodial personnel
- May evaluate performance of employees who have completed training.
- Coordinates the hiring process, interviews applicants and recommends hiring of new employees to the Custodial Manager;
- Performs departmental orientation of new employees.
- Has regular contacts with other departments.
- Routinely gathers a wide variety of information.
- Serves as a liaison between Custodial Services and University departments in the absence of or as assigned by the Manager.
- Plans, coordinates, and expedites special activities or projects that may require specialized training.
- Supervises others in the performance of these special projects.
- Participates in the performance of office functions such as handling incoming phone calls and visitors, requisitioning supplies, equipment and contractual services as needed, maintaining computerized records, reviewing time sheets and work orders, and filing.
- Records kept and activities participated in may involve issues of a confidential nature.
- Participates in the formulation of departmental policy, providing input and advice to the Manager based upon previous experience and ingenuity.
- Ensures that personnel supervised are informed of and adhere to established health and safety practices associated with assigned tasks.
- May perform the duties of the manager in their absence.
- Performs related duties as assigned to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 96 months of experience.

#### Experience:

Required: 48 months of supervision experience.

#### Certifications or Licenses:

- Valid Driver's License to drive university vehicles

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

### Knowledge, Skills, and Abilities

- Proficient navigating and maintaining databases
- Ability to speak, read and write clear, concise English
- Basic math skills
- Ability to accurately read and understand written materials and instructions
- Basic computer skills
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Able to produce reports and complete work within deadlines



## JOB DESCRIPTION

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- Strong initiative to solve problems
- Able to work well with interdepartmental teams and initiatives
- General office skills such as multi-line phone, copying, filing, faxing, and mail
- Customer service
- Must be able to supervise staff and communicate directions and expectations effectively

### Working Conditions

#### Physical:

Repetitive hand and wrist use. Visual inspection of work areas. Sitting for prolonged periods.

#### Environmental:

Exposure to odors and disagreeable conditions. Exposure to hazardous chemicals and dust. May be required to work on weekends or after normal business hours. 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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