JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

# Custodian/Housekeeper Senior

**Job Code: 7115**

**Salary Grade: S05**

**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

Performs routine cleaning in offices, residence halls, and public access areas. Tasks require some organizational skills and making decisions following prescribed procedures.

- 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 lavatories and rest room paper products.
- Locks and unlocks offices, classrooms, and conference areas in order to clean. Contacts with others are of a routine nature.
- 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 Qualifications

**Education:**

Required: None.

**Experience:**

Required: 6 months custodial or housekeeping experience.

**Certifications or Licenses:**

- Valid Oklahoma Driver's License in order 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
- Knowledge of floor care and cleaning procedures

## 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.

**Printed Date: 10/29/2026**