ANNOUNCES AN OPENING IN ADMINISTRATIVE SERVICES
PHYSICAL PLANT

POSITION: CUSTODIAN

DESCRIPTION OF DUTIES:
Perform complete cleaning of classrooms, offices, hallways, common areas, and
other building areas. Perform surface dusting, sweeping, mopping, and vacuuming
of assigned areas. Clean restrooms and replenish supplies of paper towels, soap,
toilet tissue, sanitary products, urinal screens, and deodorant blocks. Shampoo
carpets when needed. Strip and wax floors when needed. Empty trashcans,
replace liners, and dispose of refuse in proper location. Ensure security of assigned
area when job is complete. Report damaged or broken items to supervisor. Assist
with set up of special college functions. Perform other related duties as assigned.
Regular attendance is an essential function of this position. This is a forty (40)
hour per week position. The hours are 7:00 p.m. to 3:00 a.m., Monday through
Friday. May require some weekends. This position is subject to random drug
testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALIFICATIONS:
Ability to effectively interpret written and verbal instructions. Six (06) months
apartment, building, or motel cleaning experience. Must have ability to operate
necessary cleaning equipment and follow written instructions for the mixing of
chemicals for cleaning purposes. Heavy lifting, heavy carrying, and/or moving
heavy objects up to 50 lbs. Ability to reach above shoulder and climb ladder.
Long periods of time spent standing, walking, kneeling, bending, and stooping.

DESIRED QUALIFICATIONS:
High School Diploma or equivalent. One (01) year custodial experience in a
government facility or government building.

SALARY: $19,100 - $20,700

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original
signed Rose State College application form and unofficial degree conferring
transcripts must be received by this office for formal consideration; however,
should an offer of employment be extended, official transcripts are required.
Candidate selected will serve a probationary period. All finalists may be subject to
a background check and/or drug test.

(POSTED ON AUGUST 21, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in
the application process will be provided upon written request.
https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/
HUMAN RESOURCES/AAO (405) 733-7979
6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799