

**TITLE:** Custodian

**DEPARTMENT/DIVISION:** Custodial Services

**REPORTS TO:** Director for Physical Plant & Campus Safety

**CLASSIFICATION:** Classified

## **POSITION SUMMARY**

The Custodian is responsible for maintaining the interior appearance of any and all buildings associated with Seminole State College, using the team cleaning concept. The Custodian may be expected to respond to after-hours work requests.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Ensure spaces are prepared for the next day by:
  - a. Maintain floors in a clean state by vacuuming, sweeping, scrubbing, mopping, and waxing
  - b. Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, paper)
  - c. Clean mirrors and windows
  - d. Empty and clean trash receptacles
  - e. Dust surfaces in hallways, classrooms, and offices
- Clean and service custodial equipment as needed.
- Apply cleaning chemicals according to established usage and safety procedures.
- Maintain inventory of cleaning chemicals and equipment.
- Report any needed repairs, safety hazards, or fire hazards to maintenance through the prescribed work order system.
- Respond to emergency or after-hours call-ins in a timely manner.
- Assist in ordering supplies and materials as needed.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Some travel may be required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- High School Diploma or Equivalent preferred.
- Prior experience and/or training in custodial services including the tasks listed above preferred.
- Must be able to read and follow instructions, including specific chemical usage and safety warnings.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Skills associated with operation and maintenance of the tools of the trade.
- Proficiency in personal computer or mobile devices including the ability to submit, retrieve, and close jobs within an electronic work order systems.

- Solid communication skills (written, oral and active listening), strong interpersonal skills and excellent organizational skills are required.
- Employee must be accurate; detail orientated and have the ability to prioritize tasks.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- Able to lift and/or carry at least 50 pounds; work at least eight hours daily while standing; and squat, twist, bend, and kneel while performing duties.
- Must have a valid driver's license.

Applications will be accepted until the position is filled. Review of application will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability and life insurance equivalent to two times annual salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send letter of application, resume, and three professional references to:

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

*SSC is an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

*Posted July 21, 2021*