

NOTICE OF VACANCY

Position:	Custodian – Temporary position-Two (2) Positions
FLSA Classification:	Non-Exempt
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent, required • Detail oriented • Works well with others • Commitment to the mission of Eastern Oklahoma State College
Responsibilities:	<ul style="list-style-type: none"> • Maintain assigned areas in a clean and orderly condition in accordance with required standards set by the Physical Plant Director • Care of floors which involves sweeping, mopping, stripping, waxing, polishing, vacuuming and shampooing • Clean and sanitize floors and lavatories in the bathrooms; wash windows and dispose of waste paper • Replace light bulbs, make simple repairs to buildings and cleaning equipment; report damages to structure and equipment which require repair • Moderate to heavy lifting required; move furniture and equipment, as needed • Assist in keeping outside premises adjacent to buildings in a clean and orderly condition • Submit order for supplies to the Maintenance Office • Assist with set up for meetings, banquets and activities • Other duties as assigned
Length of Assignment:	As needed
Salary:	\$7.70 per hour w/o benefits
Inquiries:	Rich Lynes Director of Physical Plant Operations 918-465-1801
Application:	Submit a letter of application, Eastern employment application, and résumé to: <div style="text-align: center;"> Eastern Oklahoma State College Joyce Bills, Human Resources 1301 West Main Wilburton, OK 74578 </div> <div style="text-align: center;"> E-mail: jbills@eosc.edu Fax: 918.465.4421 Website: www.eosc.edu Phone: 918.465.1777 </div>
Closing Date:	Review of applications will begin immediately; submission of applications encouraged until position is filled.

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE)
and
Affirmative Action Employer (AAE)