Vacancy Announcement

Position: Custodian/ Maintenance McAlester Campus – Full-time position

FLSA Classification: Non-Exempt

Qualifications: Education and experience may be substituted; one for the other, based on the applicant's demonstrated comprehensive abilities.

Responsibilities: Maintain assigned areas in a clean and orderly condition, in accordance with required standards set by the Director of the Physical Plant.

- Care of the floors which involve sweeping, mopping, waxing, polishing, wax removal, vacuuming, and shampooing
- Clean and polish furniture; clean and maintain restrooms, wash windows and dispose of waste paper
- Replace light bulbs, make simple repairs to the buildings and cleaning equipment; report damages to structure and equipment which require repair, minor maintenance on AC units
- Moderate to heavy lifting required; move furniture and equipment
- Position will require employee to work mornings and some weekends; secure buildings at opening or closing time, as applicable.
- Assist with set ups for outside groups which utilize the facility
- Submit orders for cleaning supplies; distribute cleaning supplies to specified areas
- Assist in keeping outside premises adjacent to the buildings in a clean and orderly condition
- Additional responsibilities as directed by the Director of the Physical Plant and/or Custodial Supervisor.

Inquiries: Rich Lynes
Director of the Physical Plant
918-465-1802

Benefit Package: 12 month assignment with benefit package

Salary: Entry level hourly rate $7.85

Application Submission: Submit an Eastern application and resume to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
E-mail: jbilis@eosc.edu
Fax: 918-465-4421
Website: www.eosc.edu
Phone: 918-465-1777

Closing Date: Review of applications will begin immediately; submission of applications is encouraged until position is filled.

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

6.26.14