

**MURRAY STATE COLLEGE**  
**Tishomingo, OK – Ardmore, OK**

**Job Description**

**GENERAL CUSTODIAN**

**General Description/Primary Purpose**

Keeps premises of office buildings, dormitories, and other institutional buildings in a clean, orderly, and sanitary condition.

**Classification:** Full-Time, Classified (Non-Exempt Position)

**Salary:** Level 1 Step 0 on the Murray State College Classified Salary Schedule.  
Commensurate with qualifications and experience.

**Essential Job Functions & Duties**

1. Generally cleans hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other assigned areas in campus buildings.
2. Sweeps, scrubs, strips, waxes, and polishes floors.
3. Washes doors, walls, ceilings, woodwork, trim work, windows, and windowsills.
4. Dusts and waxes furniture.
5. Cleans and polishes drinking fountains.
6. Vacuums and cleans rugs, carpets, upholstered furniture, and draperies.
7. Moves tables and other furniture as needed.
8. Hoses and cleans sidewalks and all entrances.
9. Empties waste baskets and transports trash and waste to disposal area.
10. Establishes a regular schedule of cleaning/servicing restrooms, replenishing supplies as needed.
11. Receives and stores all custodian supplies in assigned areas.
12. Maintains storerooms in a clean and orderly manner.
13. Notifies Maintenance supervisor when heating or cooling is not comfortable in assigned buildings.
14. Replaces light bulbs and fluorescent tubes.
15. Notifies Maintenance supervisor of any repairs necessary to improve the overall appearance of facilities to which the employee is assigned.
16. Assists in other areas of Maintenance when necessary and/or when not needed in primary area of responsibility.
17. Transports necessary equipment and/or tools between areas to be cleaned as needed.
18. Other duties as assigned.

**Required Knowledge, Skills, and Abilities**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

1. Basic knowledge of cleaning techniques necessary to maintain buildings in a clean,

- orderly, and sanitary condition.
2. Willingness to supervise students on work assignments.
  3. Ability to get along with people.
  4. Ability to analyze needs and have initiative to perform duties without constant direction.
  5. Willingness to take supervision when needed.
  6. Ability to read and follow directions.
  7. Demonstrate experience or willingness in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
  8. Demonstrate experience and/or willingness in learning and using state-of-the-art technology.
  9. Develop and maintain an attitude of service toward students, coworkers, and others.
  10. Participate in community service activities and programs.
  11. NIMS General Role Training Required: Please log on to the FEMA website at:
    - a. <http://www.fema.gov/training-0#item1> to complete your training online for:
      - i. IS-100.HE and IS-700.a
      - b. Once completed you may provide 1-copy to the Office of Human Resources.

**Qualifications Standards:**

Minimum Requirement: High school diploma or equivalent.

Preferred: One year related experience.

**Image:**

Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times.

**Supervisory Responsibilities:**

Directly supervise student workers. Carry out supervisory responsibilities in accordance with the college's policies and applicable laws. Supervisory responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Other Ergonomic Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or up to 100 pounds. During routine cleaning, the employee must regularly reach, bend, lift, stoop, crouch, scoot, work on the floor, and climb or balance. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **Hours**

Monday through Friday, 8:00 a.m. 5:00 p.m. (40 hour workweek). Occasionally, it may be necessary to deviate from the normal eight to five work schedule. Must be willing to work hours other than 8:00 a.m. to 5:00 p.m., as necessary.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **Application Process**

Applicants must submit the following:

1. Letter of application.
2. Resume.
3. Copy of transcripts.

Mail the above items to:

Office of Human Resources  
Murray State College  
One Murray Campus, Ste. 104  
Tishomingo, Oklahoma 73460

Telephone Number: 580-387-7211

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**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

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