



## **JOB DESCRIPTION- GENERAL CUSTODIAN**

### **General Description/Primary Purpose:**

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

**Classification:** Full-Time, Non-Exempt

**Salary:** Salary Commensurate with experience and qualifications, plus full fringe benefits.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

### **Description of 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.
4. Cleans and polishes drinking fountains.
5. Vacuums and cleans rugs, carpets, upholstered furniture, and draperies.

6. Moves tables and other furniture as needed.
7. Hoses and cleans sidewalks and all entrances.
8. Empty waste baskets and transport trash and waste to the disposal area.
9. Establishes a regular schedule of cleaning/servicing restrooms, replenishing supplies as needed.
10. Receives and stores all custodian supplies in assigned areas.
11. Maintains storerooms in a clean and orderly manner.
12. Notifies Maintenance supervisor when heating or cooling is not comfortable in assigned buildings.
13. Replaces light bulbs and fluorescent tubes.
14. Notifies the Maintenance supervisor of any repairs necessary to improve the overall appearance of facilities to which the employee is assigned.
15. Assists in other areas of Maintenance when necessary and/or when not needed in the primary area of responsibility.
16. Transports necessary equipment and/or tools between areas to be cleaned as needed.
17. Other duties as assigned.
18. To meet objectives of virtual-work related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
19. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests

### **Required Knowledge, Skills, and Abilities**

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Basic knowledge of cleaning techniques necessary to maintain buildings in a clean, orderly, and sanitary condition.
- Willingness to supervise students on work assignments.
- Ability to get along with people.
- Ability to analyze needs and have initiative to perform duties without constant direction.
- Willingness to take supervision when needed.

- Ability to read and follow directions.
- Demonstrate experience or willingness in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Demonstrate experience and/or willingness in learning and using state-of-the-art technology.
- Develop and maintain an attitude of service toward students, coworkers, and others.
- Participate in community service activities and programs.

### **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.

### **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.

### **Hours:**

Monday- Thursday, 7:00 a.m. to 4:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the

department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

### **Qualification Standards:**

1. **Minimum Education Required:** High School Diploma
2. **Experience:** 1 Year of related experience is preferred.
3. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

1. Letter of application
2. Resume
3. Official transcript(s) required
4. Murray State College employment application
5. Complete the Background Check Consent Form on the MSC Website

### **Submit Application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
MSCemployment@mscok.edu

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN 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 educational services.