Canadian Valley Technology Center

Position Announcement

Job Title: Evening Custodian

Location: El Reno

Qualifications: High school diploma or general education degree (GED); three years experience in custodial/maintenance. Vocational-education training in industrial maintenance preferred.

Major Job Responsibilities: Maintains premises as assigned by supervisor.

Salary & Benefits: $13.44/hour; 12 month; Full-Time position

Deadline for Application & Resume: Until Position filled

For complete job description & application please go to www.cvtech.edu/employment-opportunities or call Courtney Aguilar at (405) 422-2215 for more information.

Affirmative Action/Equal Opportunity Employer

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
Job Description

**Job Title:** EVENING CUSTODIAN  
**Location:** El Reno/Holt Campus  
**Reports To:** CUSTODIAL SUPERVISOR/CAMPUS DIRECTOR  
**FLSA Status:** Non-Exempt  
**Prepared By:** Paulette Franz  
**Prepared Date:** 06/06/08

**SUMMARY**  
Maintains premises as assigned by supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Basic floor care should include daily mopping, and speed buffing; periodic floor refurbishing (stripping and waxing) may also be included in general duties.

Bathroom care should include daily mopping, maintenance of paper dispensers, and cleaning and disinfecting of all sinks, commodes, windows, and urinals.

Office areas should include dusting, cleaning windows, emptying trash, and vacuuming.

Responsible for the cleaning and disposing of blood and bodily fluids, as well as, other potentially infectious materials (OPIM) as needed.

Assists with securing building after evening classes.

Other duties as assigned.

Working Hours as assigned by supervisor. Regular evenings; may work days when needed.

**QUALIFICATIONS**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**  
High school diploma or general education degree (GED); three years experience in custodial/maintenance. Vocational-education training in industrial maintenance preferred.

**BENEFITS**  
Benefits for this position will be as follows and are subject to change as Board Policy dictates.

- Single Health, Dental and Vision Insurance Premium paid
- Paid Sick Leave, Personal Leave and Annual Leave
- Teachers Retirement Paid
- Term Life Insurance Provided
- Flexible Spending Allowance - $200 per month
Eligible for Education Reimbursement Plan

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, and feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and to smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Sweeping, mopping, window washing, operating floor and carpet cleaning machines, lifting chairs and tables and other furniture and appliances, as well as, all other duties required for the upkeep and appearance of buildings and grounds as directed by supervisors. Employee must pass a school-provided medical examination.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.