



OAKWOOD UNIVERSITY

Employee Services/Human Resources

NOTICE OF AVAILABLE POSITION

POSITION: Custodian

DEPARTMENT: Custodial/Warehouse Services

STATUS: Full-time (38 hours)

QUALIFICATIONS:

- High School Diploma/GED
- Two years' experience in area preferred.
- Ability to work in a conscious manner to ensure safe work practices.
- Must be able to comfortably climb a ladder and/or stairs.
- Able to lift at least fifty (50) pounds.
- Work well with others.
- May be required to work in wet, cold, and hot weather

BRIEF DESCRIPTION OF DUTIES:

- Maintain a professional image and attitude.
- Clean all entrances, hallways, and restroom of assigned area.
- Maintain regular schedule for maintenance of classrooms and offices.
- Maintain assigned equipment(s).
- Report all needed repairs to Physical Plant.
- Occasional maybe required to clean and maintain more than one building.
- Perform other task such as: buffing, bonneting, stripping, and waxing.
- Perform other related duties as assigned

SALARY: Commensurate with education and experience

POSTING DATE: **October 11, 2018**

CLOSING DATE: **Ongoing**

HOW TO APPLY: **Interested persons must submit employment documents by email:** application, resume and copy of diploma/copy of transcript to hroffice@oakwood.edu . Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

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