



JOB OPENING NOTIFICATION

POSITION Janitor
ISSUED August 1, 2024
CLOSE Until Filled
LOCATION Oklahoma City

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time non-exempt position titled **Janitor**. The most qualified candidates will be contacted for an interview.

OVERVIEW

This position performs the care and cleaning of the OETA offices. The position is required to perform general clean-up and custodial duties.

KEY RESPONSIBILITIES

- Sweeps, dusts, mops, scrubs, washes, and vacuums building floors, walls, woodwork, windows, furniture, equipment, and hardware.
- Waxes, and polishes studio floors.
- Cleans and sanitizes lavatories, and washrooms. Keeps washrooms supplied with paper, towels, and soap.
- Collects and disposes of trash and garbage; moves equipment and furniture such as tables and chairs.
- Performs sanitary inspections in designated areas for purposes of infection control.
- Orders and distributes custodial supplies; maintains inventory.
- Observes and reports safety violations; actively participates in emergency situations.
- Maintains necessary records; prepares required reports.
- Establishes housekeeping standards.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Ability to follow oral and written instructions.
- Good organizational skills and an ability to meet deadlines.

STRONGLY DESIRED QUALIFICATIONS

- Ability to work independently and within a team.
- Must be detail oriented.

COMPENSATION

\$33,000 annually. A generous benefit package including health, leave, retirement, and more is included.

HOW TO APPLY

Send application to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.