



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION Part-Time Custodial Worker
ISSUED June 4, 2026
CLOSE Until Filled
LOCATION Oklahoma City

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

OVERVIEW

The individual in this position will perform 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.
- Cleans and sanitizes lavatories and washrooms; ensures restrooms are consistently stocked with paper towels, tissues, soap.
- Collects and safely disposes of trash; assists with moving equipment and furniture (such as tables and chairs) when needed.
- Performs sanitary inspections in designated areas for purposes of infection control.
- Tracks, orders and distributes custodial supplies; maintains an accurate inventory.
- Observes and reports safety violations; actively participates in safety protocols.
- Maintains necessary custodial records; prepares required reports.
- Maintains established housekeeping and cleanliness standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Ability to understand and follow oral and written instructions.
- Good organizational skills and the ability to meet task deadlines.

STRONGLY DESIRED QUALIFICATIONS

- Ability to work both independently and within a team environment.
- Strong attention to detail and a proactive approach to cleanliness.

COMPENSATION

- Hourly Pay: \$20 per hour
- Hours: Up to 20 hours per week
- Schedule: Weekday mornings, 8:00 AM to 12:00 PM

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](http://OETA.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.