



Job Title:	Custodian/Maintenance/Grounds		
Reports to:	Executive Director		
Date Posted:	Thursday, July 21, 2022	Closing Date:	Friday, August 5, 2022
Interviews Begin:	Monday, August 8, 2022	Employment Start Date:	Immediately
APPLICATION – Candidate should send resume to:			
EMAIL: djackson@ossaa.com		MAIL: David Jackson, Executive Director OSSAA P.O. Box 14590 Oklahoma City, OK 73113	
GENERAL DESCRIPTION OF POSITION: Oklahoma Secondary School Activities Association is seeking qualified applicants for the position of Custodian/Maintenance/Grounds. The position reports to the Executive Director and will be available August 15, 2022.			
<p>GENERAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • High School Diploma or GED. • Experience building maintenance. • Experience in grounds keeping. • Valid driver's license. • Must be able to bend and raise more than 40lbs. • Strong communication skills. • Must be a self-starter and work independently. • Basic computer skills (Email, Microsoft Word, etc.) • Ability to work effectively with a team. • Good physical health. <p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manage the maintenance/custodial needs of the OSSAA building and grounds. • Handle the delivery and reception of OSSAA regular and bulk mail. • Manage inventory of office supplies. • Schedule periodic repair and maintenance of the facility. • Other Duties as assigned by the Executive Director. <p>OTHER REQUIREMENTS:</p> <p>The physical expectations of this position include the ability to walk or stand for extended periods of time and, on occasion, lift and/or move items that weigh over 40lbs.</p> <p>SALARY</p> <p>Commensurate with experience and qualifications. Benefit package accompanies salary.</p>			