



Position Announcement

Position: Institutional Services Assistant (Grade C103)

Position is a full-time, twelve-month position and reports to the Director of Physical Plant.

Job Description:

- Responsible for the general cleaning of classrooms, office complexes, restrooms, and/or other areas
- Cleans floors by sweeping, vacuuming, and mopping as required
- Empties waste baskets, dumps trash, and replaces trash bags
- Replaces paper towels and tissue as needed and maintains adequate supply of each
- Notifies supervisor of maintenance and repairs needed in areas cleaned
- Performs related responsibilities as required or assigned

Knowledge, Abilities, and Skills:

- ▶ Knowledge of cleaning methods and procedures
- ▶ Ability to follow verbal and written instructions
- ▶ Ability to use cleansers and other agents to clean floors and furniture
- ▶ Ability to perform manual labor under varying working conditions
- ▶ Ability to work with others in a unified effort
- ▶ Ability to operate vacuum cleaners and floor buffing machines
- ▶ Ability to lift equipment and supplies up to 50 lbs.
- ▶ Ability to work evening shift required

Qualifications:

Preferred: One year's experience in custodial work

Minimum: The formal education equivalent of a high school diploma. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

Application Procedures:

Interested candidates should submit a completed ANC application form (available online at www.anc.edu/jobs) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email to anc-hr@smail.anc.edu.

Date of Announcement:

August 2, 2018