

## 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](http://www.anc.edu/jobs)) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email to [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu).

**Date of Announcement:**

November 9, 2022