

**Arkansas Department of Career Education**  
**INSTITUTIONAL SERVICES ASSISTANT Job Vacancy Announcement**

**Recruitment Period: October 25, 2016 through November 7, 2016**

**Position Number: 22081495 Class Code: S087C Grade: C103**

**Entry Level Salary: \$16,640.00**

The Arkansas Career Training Institute (ACTI) is recruiting for a/an INSTITUTIONAL SERVICES ASSISTANT position. The Institutional Services Assistant is responsible for general cleaning of areas in and around office buildings, class rooms, lecture halls, conference rooms, auditoriums, resident halls, dining areas, building common areas, and other areas as required. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Environmental Services Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached INSTITUTIONAL SERVICES ASSISTANT Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., November 7, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

**Arkansas Department of Career Education**  
**INSTITUTIONAL SERVICES ASSISTANT Functional Job Description**

**Position Number: 22081495 Class Code: S087C Grade: C103**

**Position Summary**

The Institutional Services Assistant is responsible for general cleaning of areas in and around office buildings, class rooms, lecture halls, conference rooms, auditoriums, resident halls, dining areas, building common areas, and other areas as required. This position is governed by state and federal laws and agency/institution policy.

**Education and Professional Work Experience**

The formal education equivalent of a high school diploma. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**Job Duties and Responsibilities**

Removes trash from waste baskets, dumps trash, sanitizes and re-lines trash receptacles daily, or as needed, and operates trash compactors. Wipes furniture, such as desk tops, tables, and other surfaces. Cleans walls, windows, window sills, stairways, and entry ways, as needed. Sweeps, mops, and buffs floors, vacuums floors daily, and shampoos carpets, cleans baseboards, dusts and/or wipes clean furniture, desk tops, table tops, cabinets, and other surfaces, such as ceiling fans, black/white boards, appliances, and fixtures. Strips, waxes, and buffs floors, as needed or scheduled. Cleans bathroom fixtures and stocks restrooms with soap, toilet tissue, and paper towels. Cleans areas requiring special cleaning methods, by using specific cleansers, sterilizing equipment, and/or disposing of contaminated wastes. Assists in set-up of events and cleaning after events. Performs other duties as assigned.

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**INSTITUTIONAL SERVICES ASSISTANT Functional Job Description**

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**Job Duties and Responsibilities continued**

Basic cleaning techniques. Knowledge of cleaning equipment operation and maintenance. Ability to follow instructions and perform repetitive manual work. Ability to use cleansers and other agents to clean floors and furniture. Ability to use housekeeping cleaning supplies. Ability to work independently without close supervision. Ability to follow oral and/or written instructions. Ability to perform multiple tasks and to prioritize assignments. Ability to do required lifting (up to 50 lbs).