

INSTITUTIONAL SERVICES ASSISTANT
(5 Hourly Positions)

The Institutional Services assistant is responsible for general cleaning of areas in and around office buildings, classrooms, lecture halls, conference rooms, auditoriums, resident halls, dining areas, building common areas, and other areas as required. Removes and dumps trash, sanitizes and re-lines trash receptacles daily or as needed; wipes down and dust furniture, walls, window sills, stairways, and entry ways as needed; sweeps, mops vacuums and buffs daily; shampoos carpet, cleans baseboards, strip and wax floors as needed or scheduled; cleans bathroom with special cleaning methods by using specific cleansers, sterilizing equipment and /or disposing contaminated wastes; keeps bathroom stocked with soap, toilet tissues, and paper towels as needed; assists in set-up of events and cleaning after events. **MINIMUM QUALIFICATIONS:** The formal education equivalent of a high school diploma. Must have knowledge of basic techniques and 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 work independently without close supervision and to follow oral and or written instructions; ability to perform multiple tasks and prioritize assignments; and the ability to lift up to 50 lbs.

SALARY: Grade C103 - State Pay Plan

Subject to background check.

Application Deadline: Applications accepted until position is filled.

APPLICATION PROCESS: Qualified individuals must submit an application and three letters of recommendation to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

Application Deadline: Applications accepted until positions are filled.

Applications may be accessed at www.uapb.edu (Employment Opportunities page).

“UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.”
An E-Verify Employer.

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