

**THE CITY OF TEXARKANA, ARKANSAS**  
is accepting applications for the following position:

**JANITOR (Bi-State Maintenance)**  
Full Time

**SUMMARY OF ESSENTIAL DUTIES:**

This position is responsible for performing janitorial duties for the Bi-State Justice Building. Quality customer service will be provided at all times. Knowledge and willingness to learn proper cleaning techniques is essential. The job goal is to provide a clean and safe building for the employees and citizens in the Bi-State Justice Center. Duties will include but are not limited to: vacuuming, sweeping, mopping, waxing and buffing flooring and stairs, clean/sanitize bathrooms, sinks, countertops, microwaves and refrigerators in break rooms/common areas, empty trash and replace can liners, dusting/cleaning office desks and furniture, cleaning windowsills/windows, maintain janitor closets and janitorial equipment, proper labeling, dilution and use of all chemicals, wearing PPE at all times, general maintenance of grounds, other routine maintenance duties as assigned.

**POSITION SPECIFICATIONS:**

High School Diploma or GED required, at least six months related experience, valid driver's license, clean and neat appearance, cannot have a felony criminal record and will be subject to pass a drug test. Must have good communication, interpersonal and customer service skills. Must possess ability to follow oral and written instructions, prioritize multiple tasks, work effectively with a team and work independently as needed to support the group effort. Needs basic knowledge of cleaning products, cleaning methods and custodial equipment.

**SALARY:**

\$25,688 annually

Applications and resumes will be accepted until 5:00 p.m. on 11/30/2022 at the Arkansas City Hall. Applications and resumes may also be emailed to [rachel.hopkins@txkusa.org](mailto:rachel.hopkins@txkusa.org); faxed to (870) 772-8182; or accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.