



TOWN OF ATOKA
 334 Atoka-Munford Avenue
 Atoka, Tennessee 38004
 Phone: (901) 837-5300

www.TownofAtoka.com

TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Janitorial Services Associate	Finance	Assistant to the Town Administrator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	September 18, 2023

POSITION SUMMARY

Under the direction of the Assistant to the Town Administrator this position is responsible for maintaining a clean and sanitary environment in various town facilities, to include Town Hall, the Board Room, Police Department. Your primary duties will include trash removal, restroom cleaning, floor maintenance, and general cleaning tasks. This position plays a crucial role in ensuring the safety and well-being of the community by providing a clean and welcoming atmosphere.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Perform general cleaning duties such as sweeping, mopping, dusting, vacuuming, and sanitizing surfaces in various town facilities to include Town Hall, the Board Room, Police Department, Kitchen and break room areas, and associated restroom facilities. Clean inside glass as needed, including door glass.
- Perform flooring maintenance such as strip and wax vinyl flooring, shampoo carpets as needed.
- Collect and dispose of trash and recyclables, replaces liners, and cleans receptacles as needed in accordance with town policies and procedures.
- Monitor and replenish cleaning supplies and toiletries as needed.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes
- Report any maintenance or repair issues in Town Hall, the Board Room, or Police Department to the Assistant to the Town Administrator promptly.
- Adhere to safety guidelines, sanitation protocols, and town policies at all times.
- Assist with setting up and cleaning up after town events in the specified facilities as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the building(s) clean and orderly.
- Ability to interact with the staff and town citizens while remaining professional, polite, and courteous.
- Stay up to date with OSHA required Safety Data Sheets

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or equivalent.
- Previous experience in cleaning or custodial work is preferred.
- Ability to follow instructions and work independently.
- Attention to detail and a commitment to cleanliness and sanitation.
- Excellent time management skills.
- Physical stamina to perform cleaning tasks, including lifting and bending.
- Must pass a criminal background check.
- Must possess a valid driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The work environment may include exposure to cleaning chemicals and solvents.
- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to handle or feel objects, operate modern office equipment. The employee is regularly required to stand for extended periods, reach with arms and hands, and walk. The employee must have the ability to lift and/or move up to 25 pounds. The noise level in the work environment is usually low to moderate. The employee will generally work indoors in a climate-controlled office environment.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties

and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.