



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

Advertisement for Position Vacancy

Janitorial Services Associate

The Town of Atoka is seeking a Part Time Janitorial Services Associate. The successful candidate will have the following characteristics: positive attitude and work ethic, self-motivated, detail oriented and well organized.

Under the supervision and direction of the Administrative Assistant, the position is responsible for all general cleaning duties in various town facilities to include Town Hall, the Board Room, Police Department, Kitchen and break room areas and restrooms. Performs related work as required. This is a part-time position with the ability to work a flexible schedule to include evening and weekend hours.

A complete job description and application are available at Atoka Town Hall, during normal business hours and also at www.TownofAtoka.com. Applicants must submit a completed Town of Atoka job application and a resume with at least three (3) professional references to the HR Generalist at acoursey@townofatoka.com. Position is open until filled.

This is a non-exempt position. Salary depends on qualifications and experience.

The Town of Atoka is an Equal Opportunity Employer and a Drug-Free Workplace.

www.TownofAtoka.com

Department: Finance and Administration
Position: Janitorial Services Associate
Reports to: Administrative Assistant

Approved for Posting

 Town Administrator