TERRY F. BELL
MAYOR

JIM E. GARLAND
RECORDER

POSITION AVAILABLE

Janitor (Part-Time)

The City of Henderson, Tennessee, will accept applications for the Janitor (Part-Time) position in City Hall. The position will remain open until filled. See the Job Description for more details of the position. Applications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731) 983-5003, or on the city website at www.hendersontn.gov.

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.

CITY OF HENDERSON, TENNESSEE

JOB DESCRIPTION

Part-Time City Hall Janitor

POSITION: Part-Time City Hall Janitor. The position will perform his/her duties under the direct supervision of the Mayor. The said person shall also receive individual instructions for duties in specific areas of the building from any department head or the City Recorder.

FLSA STATUS: Non-exempt hourly.

MINIMUM QUALIFICATIONS/EXPERIENCE:
- Valid TN D.L.
- Must be able to speak, write, and understand English.
- Must pass a background check and pre-employment drug screen.

PRIMARY JOB DUTIES:

1. Must perform all Janitorial/Cleaning Duties for the interior of City Hall, including, but not limited to:

    - Vacuuming, Dusting, and Mopping
    - Emptying Trash
    - Washing Windows
    - Cleaning Toilets, Sinks, and Urinals
    - Machine Buffing, Stripping, and Waxing (Be willing to learn)
    - Replacing Supplies when needed
    - General Maintenance
    - Replacing HVAC Filters as required
    - Inspects doors to ensure they are securely fastened
    - Locks/Unlocks building for scheduled events at City Hall
    - Audit Fire Extinguishers
    - Any Other Required Tasks

2. Must perform all necessary outside ground and building-related duties, including but not limited to:

    - Sweeping/Washing & Trash Removal on Parking Lots and Sidewalks.
    - General Care and Cleaning of Building Exterior, including Windows and Lights.
    - Any Other Required Tasks

SALARY: Starting or Promotion --------- $ 16.97 per hour **
              Two-Year Step Increase------- $ 17.51 per hour **
              Four-year Step Increase--------$ 18.04 per hour **

** Based on the 2025-2026 Pay Scale (may be amended by the city board at any time)

WORK SCHEDULE:

Total – 26 hours per week.
Monday, Tuesday, Thursday, and Friday
3:00 PM to 10:00 PM (this can be flexible)
With a 30 Minute Unpaid Meal Break
Work Schedule may be adjusted only with prior approval of the Mayor.
Extra Hours or Overtime may only be authorized by the Mayor or the Recorder

PHYSICAL REQUIREMENTS:

- Must be able to lift repetitively and carry up to 50 pounds.
- Must be able to walk, stand, squat, and bend repetitively
- Must be able to climb ladders
- Must be able to complete tasks requiring constant repetitive motion
- Must be able to push and operate machinery. (buffers, etc.)

The City of Henderson provides equal employment opportunities to all employees and applicants. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Mar 2026

HENDERSON
CITY OF TENNESSEE

PO Box 68 ~ 121 Crook Avenue
Henderson, TN 38340
PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: __Janitor (Part-Time)__   **Deadline for Application:** __Until Position is Filled__

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Cell Phone No:		Driver's License No & State:			
Date Available					

Are you a citizen of the United States?	YES ☐ NO ☐	If not, are you authorized to work in the U.S.?		YES ☐ NO ☐
Have you ever worked for this company?	YES ☐ NO ☐	If so, when?		
Have you ever been convicted of a felony?	YES ☐ NO ☐	If yes, explain		
Do any of your relatives work for the City of Henderson?	YES ☐ NO ☐	If yes, state name and relationship		
Are you currently employed?	YES ☐ NO ☐			
Are you currently on "lay-off" status and subject to recall?	YES ☐ NO ☐			

EDUCATION

High School		Address	
	Did you graduate?	YES ☐ NO ☐	Degree
College		Address	
	Did you graduate?	YES ☐ NO ☐	Degree
Other		Address	
	Did you graduate?	YES ☐ NO ☐	Degree

MILITARY SERVICE

Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

PREVIOUS EMPLOYMENT – CURRENT FIRST

Company	Phone ( )
Address	Supervisor

Job Title	Starting Salary	$	Ending Salary	$

Responsibilities

From To	Reason for Leaving

May we contact your previous employer for a reference? YES ☐   NO ☐

Company	Phone ( )
Address	Supervisor

Job Title	Starting Salary	$	Ending Salary	$

Responsibilities

From To	Reason for Leaving

May we contact your previous employer for a reference? YES ☐   NO ☐

Company	Phone ( )
Address	Supervisor

Job Title	Starting Salary	$	Ending Salary	$

Responsibilities

From To	Reason for Leaving

May we contact your previous employer for a reference? YES ☐   NO ☐

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ( )
Address	

Full Name	Relationship
Company	Phone ( )
Address	

Full Name	Relationship
Company	Phone ( )
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature	Date