

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Building Attendant
LOCATION: Malvern Senior Activity Center
HOURS: Varying-up to 29 hours per week (Evenings & Week-Ends)
FULL-TIME: **PART-TIME: X**
APPLICATION DEADLINE: Open until filled
DATE POSITION TO BE FILLED: As soon as possible
SALARY: \$ 8.59 per Hour

JOB DUTIES:

On-site building attendant during scheduled community events, providing renters with information and instructions concerning equipment, dress, conduct and enforces rules.

Assures adequate restroom supplies are provided and cleanliness of restroom maintained.

Patrols building to detect any damage and reports damages to appropriate authority.

Assures the building is made available when necessary and secured at the end of rental period.

EDUCATION REQUIREMENTS: High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Must have experience in general building with excellent oral / written communication, customer service required. Able to work independently and manage a flexible schedule in a fast pace environment.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must be available for flexible hours/varied schedule.

DATE OF NOTICE: 10/12/17

Remove after: 10/22/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121