

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Cook Assistant / Driver  
**LOCATION:** Glenwood Senior Activity Center  
**HOURS:** 20 Hours per week

**FULL-TIME:**  **PART-TIME:**

**APPLICATION DEADLINE:** Open until filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible

**SALARY:** \$ 8.59 per Hour

**JOB DUTIES:**

Assist in center where needed  
Transport participants to/from center  
Delivering home delivered meals as needed  
Assist with kitchen and/or janitorial duties  
Assisting in the office with clerical duties  
Other duties as assigned

**EDUCATION REQUIREMENTS:** High School diploma, GED or one-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

**EXPERIENCE NEEDED:** Must have good organizational skills, ability to multi-task and work in fast-paced environment. Good telephone and computer skills preferred.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 pounds. Occasionally up to 50 pounds.

**DATE OF NOTICE:** 01/03/18

**Remove after:** 01/13/18

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121