

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: HS Janitor

LOCATION: Malvern HS

HOURS: 40 Hours per Week

FULL-TIME: X

PART-TIME:

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 9.57 per Hour

JOB DUTIES:

Sweep, mop and wax floors.

Vacuum and/or clean carpeted areas

Clean bathrooms

Take out trash

Dust offices.

Lawn maintenance.

Light building maintenance as necessary

Other duties as assigned.

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 good communication and organizational skills, able to multi-task, work independently and work in fast-paced environment.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must be able to regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds

DATE OF NOTICE: 01/08//18

Remove after: 01/18/18

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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