

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Center Assistant
LOCATION: Benton Senior Activity Center
HOURS: 29 Hours or Less – PART-TIME
APPLICATION DEADLINE: Open until filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 13.50 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
Sweep, mop, wax floors and vacuum carpeted areas.
Clean bathrooms
Remove trash
Dust offices as necessary
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 and occasionally up to 50 pounds.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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