

**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: Malvern Senior Activity Center
HOURS: Full-Time 30 Plus Hours per Week
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
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.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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