

**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:** HS Janitor  
**LOCATION:** Malvern Head Start  
**HOURS:** 40 Hours per Week – FULL-TIME  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible  
**SALARY:** \$13.14 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

**“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