

**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:** \$ 12.50 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](http://www.cadc.com) or for more information call 501-315-1121