**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Center Assistant**

**LOCATION: Glenwood Senior Activity Center**

**HOURS: 30 Hours plus per week**

**FULL-TIME: X**

**VACANCY NOTICE: 11/15/21**

**APPLICATION DEADLINE: Open until filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $ 11.30 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 computer, organizational and communication skills, ability to multi-task and work in fast-paced environment, have a valid Arkansas driver’s license willing to obtain “P” passenger endorsement within (thirty) 30 days of employment with a safe driving record and must obtain ServSafe Certification within the allotted time required.**

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