**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: HS Janitor**

**LOCATION: Malvern HS**

**HOURS: 40 Hours per Week**

**FULL-TIME: X PART-TIME:**

**APPLICATION DEADLINE: Until Filled**

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

**SALARY: $11.84 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**