

Federal Work-Study Position

To apply:

- Post your resume on College Central at https://www.nwacc.edu/web/lss_fa/work_study_opportunities
- Notify position supervisor of your interest in the position

| | |
|---------------------------|---|
| Department or Agency: | Brightwater/NWACC |
| Position Location: | 801 SE 8th St, Bentonville, AR 72712 |
| Campus or City: | Brightwater |
| Position Classification: | Clerk |
| Hours Per Week: | 15 |
| Hourly Rate: | \$9.00 |
| Position Begin Date: | 05/21/18 |
| Position End Date: | 6/29/19 |
| Position Supervisor: | Mark Holaway |
| Supervisor Email: | mholaway@nwacc.edu |
| Supervisor Phone: | 479 631-8607 |
| Purpose/Role of Position: | Storeroom worker |
| Job Duties: | <ul style="list-style-type: none"> • Assists facilities manager in maintaining kitchen facilities and equipment. • Assist callers and visitors directly and/or refer them to the appropriate person or department. • Receives and unloads incoming deliveries, distributes items to proper location. • Maintains inventory of supplies. • Set up and break down rooms for events • Cleans and sanitizes kitchen appliances, work surfaces, floors and walls. • Maintain appearance and operations of common areas. • Assures compliance with all sanitation and safety requirements. • Other duties as assigned (e.g. filing, faxing, copying, typing) |
| Job Qualification: | <ul style="list-style-type: none"> • Strong written and verbal communication, interpersonal, and customer service skills • Professional demeanor with a positive and energetic attitude • Ability to efficiently and effectively work independently. • Ability to bend and lift 40 - 60 pounds. |

Evaluation Procedures: *FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.*

*NWACC does not discriminate on the basis of gender, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status, or any other protected category under applicable local, state, or federal law, ordinance or regulation