



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access.

Position: Housekeeper
Permanent Full-Time

Department: Public Works – Housekeeping

Description of Duties & Responsibilities: Cleans buildings, vacuums, mops, sweeps, dusts, cleans/stocks restrooms, cleans windows, shampoos carpets, buffs, strips and waxes floors. Duties also include replacing bulbs and paper supplies, watering plants, trash collection, sweep and clean snow/ice from sidewalks, lock and unlock buildings, move furniture, and set up of meeting rooms.

Education & Experience Requirements: High school diploma or GED and valid North Carolina driver's license.
Prefer a candidate with previous housekeeping and custodial experience.

Starting Salary: \$22,984.33 (Grade 13)

Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at <http://www.jacksonnc.org/employment-opportunities.html>

Application Requirements: Submit a complete State Application (PD107) to:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway St., Suite 2
401 Grindstaff Cove Rd., Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html> or can be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: Open until filled.

Jackson County is an Equal Opportunity Employer.

Pre-employment drug screen and criminal background checks are required.

Jackson County participates in the federal [E-Verify](#) program.

Jackson County Human Resources Department

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax