



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Housekeeper - Evenings**
Permanent, Full-Time, Non-Exempt
- 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. Scheduled work is completed Monday – Friday, 3 pm – 11:30 pm.
- Education & Experience Requirements:** High school diploma, GED or equivalent experience and valid North Carolina driver license. Prefer a candidate with previous housekeeping and custodial experience.
- Starting Salary & Benefits Information:** \$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 Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>
- Application Requirements** Submit a completed Application for Employment (PD107) to:
- | | |
|---------------------------------------|-----------------------------|
| Jackson County | NCWorks Career Center |
| Human Resources Department | 26 Ridgeway Street, Suite 2 |
| 401 Grindstaff Cove Road, Suite A-218 | Sylva, NC 28779 |
| Sylva, NC 28779 | |
- The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** **November 8, 2019**

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*