



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 <i>Permanent, Full-Time, Non-Exempt</i>								
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 during an 8 hour evening shift that typically begins between at 3 or 4 pm, Monday – Friday.								
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: <table><tr><td>Jackson County</td><td>NCWorks Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table>	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	
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Closing Date:	4pm, September 16, 2020								

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*