



# Employment Opportunity

Please post in a location accessible to all employees

**Position:** **Housekeeper – Evening**  
*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.

**Work Location: Cashiers/Glenville Recreation Center**

Scheduled work is completed during an 8 hour evening shift that is typically 3 pm – 11 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:

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: October 5, 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*