



Employment Opportunity

Please post in a location accessible to all employees

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| Position: | Housekeeper – Evenings - Sylva <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> 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. | 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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| 401 Grindstaff Cove Road, Suite A-218 | Sylva, NC 28779 | | | | | | | | |
| Sylva, NC 28779 | | | | | | | | | |
| Closing Date: | 4 pm, October 28, 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*