



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** (20 hours/week)
Permanent, Part-Time

Department: Housekeeping – Public Works

Description of Duties & Responsibilities: Cleans buildings, vacuums, mops, sweeps, and dust, 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.

Monday - Friday, 6 pm – 10 pm Jackson County Senior Center and Permitting and Code Enforcement locations in Cashiers, NC.

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

Starting Salary: \$13,200.88 (Grade 13)

Jackson County employee benefits for this position: participation in the Local Governmental Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic, wellness program, and supplemental benefit offerings.

Application Requirements: Submit a completed Application for Employment (PD107) to:

Jackson County	NC Works 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: **4 pm, October 2, 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*