



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 - 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 begins at either 2 pm or 3 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:	(Grade 15) \$28,078.19 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 to: <table><tr><td>Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779</td><td>NCWorks Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table>	Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779	NCWorks Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
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Closing Date:	June 27, 2022		

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*