



# Employment Opportunity

## Jackson County

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*Please post this employment opportunity where all employees have access.*

- Position:** Housekeeper  
*Temporary Full-Time*
- 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.
- Education & Experience Requirements:** High school diploma or GED and valid North Carolina driver's license.  
*Prefer a candidate with previous housekeeping and custodial experience.*
- Starting Salary:** \$12.69/hr.
- Application Requirements:** Submit a complete State Application (PD107) to:
- |                                      |                          |
|--------------------------------------|--------------------------|
| Jackson County                       | NCWorks Career Center    |
| Human Resources Department           | 26 Ridgeway St., Suite 2 |
| 401 Grindstaff Cove Rd., Suite A-218 | Sylva, NC 28779          |
| Sylva, NC 28779                      |                          |
- State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html> or can be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** Open until filled.

**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.*