



## 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

<b>Position:</b>	<b>Housekeeper</b> <i>Temporary, Part-Time</i>		
<b>Department:</b>	Public Works - Housekeeping		
<b>Description of Duties &amp; Responsibilities:</b>	Clean buildings, vacuum, mop, sweep, dust, clean and stock restrooms, clean windows, shampoo carpets, buff, strip and wax floors. Duties also include replacement of bulbs and paper supplies, water plants, collect trash, sweep and clean snow/ice from sidewalks, lock and unlock buildings, move furniture, and setup meeting rooms. Work hours vary, Monday - Friday and weekends as needed.		
<b>Education &amp; Experience Requirements:</b>	<u>Minimum:</u> High school diploma or GED and valid North Carolina driver license. <u>Preferred:</u> A candidate with previous housekeeping and custodial experience.		
<b>Starting Salary &amp; Benefits Information:</b>	\$12.69 / hour		
<b>Application Requirements:</b>	Submit a completed Application for Employment (PD107) to: <table><tr><td>Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779</td><td>NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table> <p>The Application for Employment – State of North Carolina form PD107 - is available online at: <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.</p>	Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779	NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
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<b>Closing Date:</b>	<b>Open Until Filled</b>		

### 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*