



# Employment Opportunity

## *Jackson County*

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

**Position:** Evening Housekeeper  
*Temporary Part-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. *Position is scheduled to work varying hours Monday-Friday and weekends as needed.*

**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.*

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**Jackson County Human Resources Department**

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax