

Darrell Renfro, Director
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Department of Social Services
106 East Morgan Street, Suite 101
Brevard, NC 28712

POSITION VACANCY

June 4, 2018

CLASSIFICATION: HOUSEKEEPER/HUMAN RESOURCE AIDE
PART TIME-20 HRS PER WEEK
Grade 4

SALARY HIRING RANGE: \$11.11 hr.

DEPARTMENT: CHILD DEVELOPMENT/
NEW ADVENTURE LEARNING CENTER

DESCRIPTION: Seeking an energetic individual to clean and maintain county operated child care center's building and grounds. Work is performed under the moderate supervision of the Center Director. This position will involve working primarily when center is closed which would require early morning or evening hours.

QUALIFICATIONS: Knowledge of cleaning procedures, materials, and equipment. Attention to detail is essential. Ability to perform medium to heavy physical work which could include lifting of up to 50 pounds. Ability to understand and follow oral and written directions.

MINIMUM EDUCATION AND EXPERIENCE: High school diploma or GED, or equivalent combination of education and experience.

Preference may be given to applicants with previous housekeeping experience.

DATE AVAILABLE: Immediately **CLOSING DATE:** June 13, 2018

ADDITIONAL INFORMATION: To obtain more information regarding this position, contact Ann Canon, Center Director at (828) 884-1880.

APPLICATION PROCESS: Register with NCWORKS.gov and submit a state application (PD107) to NCWorks Career Center, Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 by close of business on date of closing OR to Transylvania County Department of Social Services, Attention: Cindy Anders, 106 East Morgan Street, Suite 101, Brevard, NC 28712.