



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT



# The Manor NOW HIRING in Ketchikan

**Three positions available:**

## **Administrative Assistant**

**(674681)** — An opportunity to put your clerical skills to the test. You will work with the administrator to assist overseeing the daily operations of the Manor.

## **Part-time Dinner Cook**

**(657053)** — This is a part-time opportunity to prepare meals for the residents.

## **Part-time Housekeeper**

**(671385)** — Responsible for housekeeping in a home care facility, laundry, clearing rooms, making beds. Requires a TB test, background check and provide verifiable references. Life insurance and Guardian Flight Insurance provided.

**TO APPLY:** Visit  
[alaskajobs.alaska.gov](https://alaskajobs.alaska.gov)  
and search for a job  
number (right)

**OR CONTACT:** Dee Wright  
at (907) 617-3291 or  
[the.manor93@gmail.com](mailto:the.manor93@gmail.com)

**OR VISIT:**  
250 Heckman St., Ketchikan