



## **Custodian**

**Morgan County Commission**

**77 Fairfax Street, Room 101**

**Berkeley Springs, WV 25411**

**40 HOURS PER WEEK w/BENEFITS**

**HOURS MAY VARY TO INCLUDE EVENINGS AND WEEKENDS**

**Application Deadline is Friday, May 29, 2026**

**Job Title: Custodian**

**Department: County Commission**

**Reports to: County Administrator**

This job description is based on an evaluation of the position at the time this description was written. Locations of travel for work include, but are not limited to the Courthouse, 911 Center, Sheriff's Department, Day Report Center, Heath Department, EDA, and the Extension Office. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that any employee has any right to perform the particular job duty, except as required by the employer.

### **Qualifications:**

- Previous custodial/commercial housekeeping experience a plus.
- Ability to operate commercial cleaning equipment a plus.
- Ability to interact with the public on a daily basis.
- Ability to lift 50 pounds.
- Ability to climb up and down stairs.

- Must have a valid driver's license to travel to different buildings.
- Background check required.

**Temperament:**

Employee must be a self starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately.

**Custodian Job Description:**

- Must have the ability to operate industrial grade cleaning equipment.
- Ensure compliance to all floor cleaning guidelines to maintain manufacturers warranties.
- Adhere to daily, weekly, monthly and quarterly housekeeping specifications.
- Complete a daily worklist.
- Work with county maintenance staff to coordinate overall facility maintenance.
- Must be available to work Monday-Friday, 4:30pm-12:30am (Hours may vary).
- Perform job duties with safety for self and others as first priority.
- Perform additional related duties as required or requested.

**MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

5/15/2026