POSITION ANNOUNCEMENT
EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Campus Service Worker

Position: 12 Month Regular Full-Time; Non-Exempt; Benefits Eligible; Pay Grade 2; Non-supervisory
Classification: Non-Classified: Serves at the Will and Pleasure of the President
Location: Moorefield Headquarters and Petersburg Tech Center
Scheduled Hours: Monday – Friday; 37.5 hours/week; Schedule determined by supervisor; Some evening hours and weekend hours may be required.
Department: Business Office
Reports to: Chief Financial Officer
Salary: $28,000 annually

Responsibilities:
- Dust, vacuum and/or mop, and dispose of trash in the following areas as instructed by supervisor:
    - Classrooms
    - Foyer, Reception, and Common Areas
    - Offices
    - Restrooms
- Maintain proper cleaning logs in rooms to document the cleaning of each room.
- Assist with the setup and cleanup of facilities for meetings, classrooms, conferences, events, etc.
- Display signs to signal wet floors during cleaning or to show any other form of safety situation in any surrounding area.
- Use and maintain assigned cleaning equipment and tools, including, but not limited to vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- At the end of each day, ensure all doors and windows are locked and report any unauthorized occupants; turn off lights in unoccupied areas.
- Wash accessible interior and exterior windows. Clean blinds.
- Order, maintain, and stock adequate quantity of cleaning supplies.
- Re-stock restroom supplies (toilet paper, hand soap, and hand towels.
- Follow instructions regarding the use of chemicals and supplies. Support and enforce all policies, such as OSHA, health and safety regulations and guidelines, etc. When in contact with hazardous materials, inform the appropriate authorities to handle the situation. Attend to emergencies when necessary.
- Assist with inventory control and security.
- Report repairs that need to be made (which have been noticed while carrying out daily duties) to the Maintenance Department via the OZ System.
- Use ladders when required in work assignments.
- Attend safety meetings and other related meetings as required.
- Other duties as assigned.

Qualifications:
Education – High school diploma (or GED equivalency) or any acceptable combination of education, training, and/or experience will be considered.

Experience – Preferred six months of recent and related experience; Must be honest and truthful as this position has access to people's belongings; Must be able to lift at least 20 pounds; Must have a valid Driver's license.

Revised 02/24/25

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Other Qualifications: Essential capabilities to perform physical duties as required, interpersonal skills, and attention to detail.

CLOSING DATE: Search will remain open until the position is filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application here. On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers

Human Resource Office
Eastern WV Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
careers@easternwv.edu
EQUAL OPPORTUNITY EMPLOYER