



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

JOB TITLE: Custodial Coordinator

REVISION DATE: November, 2022

STATUS: Full-Time, Exempt

Open Availability Needed

SALARY: \$40,000-\$45,000/year

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Under the direction of Association Facilities Director, the Custodial Coordinator is responsible for overall cleanliness and maintenance of the facility. The Custodial Supervisor is responsible for supervising a group of staff who will clean and maintain the facility.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

Supervisory Responsibilities:

1. Supervise the Custodial staff, which includes scheduling and approving time sheets, delegating tasks, monitoring work habits, and training staff on maintenance procedures.
2. Recruit, hire, and train new staff.
3. Coach staff as necessary on performance improvement.
4. Responsible for protection of YMCA property.
5. Assist with budget development and management.
6. Develop custodial procedures.
7. Perform daily inspections and complete weekly preventative maintenance checklist.
8. In the event of an accident or incident, the Custodial Supervisor is responsible for completing appropriate documentation.
9. Build relationships with members so that they develop a long lasting relationship with the YMCA (e.g. remember names of members, track attendance, introduce others, manage departmental volunteerism).
10. All other duties as assigned by supervisor.



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Safety & General Responsibilities:

1. Follow all OSHA rules and regulations (e.g. use ladders, PPE, and other recommended safety equipment).
2. Ensure YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor; follow emergency response plan procedure.
3. Assist with inventory control and security.
4. Attend to emergencies when necessary.
5. Safely use and maintain assigned power equipment, hand tools, chemicals, and supplies.
6. Lock and unlock assigned buildings, secure building when facilities are not in use, report any unauthorized occupants.
7. Attend safety meetings and other required meetings.
8. Complete end of shift check list to ensure furniture, equipment, supplies, and tools are in their proper location.
9. Event setup and teardown.
10. Attend classes on cleaning and maintenance methods and techniques, including new products, First Aid, and CPR.
11. Assist in the instruction and supervision of volunteers and student help.
12. Attend to emergencies when necessary.

Custodial Responsibilities:

1. Ensure Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, bathroom cleaning, painting, vacuuming/shampooing carpets and cleaning hard floors, seasonal activities dealing with lawn care and snow removal, and general cleaning.
2. Launder cleaning rags, dust mops, and towels.
3. Clean and sanitize restrooms using established practices and procedures.
4. Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors. Vacuum and shampoo carpets.
5. Wash accessible interior and exterior surfaces, including walls and windows, with the aid of ladders and step stools.

QUALIFICATIONS:

Education/Training/Certification:

1. One year of related experience preferred.
2. Supervisory and team leader experience preferred.
3. Experience in preventive maintenance, OSHA regulations, budget development, personnel management, and facility management preferred.
4. CPR and First Aid certifications required within 30 days of hire (training provided).



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Technical Knowledge/Skills:

1. Experience working with a diverse community.
2. Working knowledge of age appropriate behavior modification techniques and activities.
3. Proficiency in word processing, spreadsheets, and other basic computer functions.
4. Experience with recruitment and management of volunteers.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.