



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO – JOB DESCRIPTION

Job Title: **Custodian/House Keeping**
FLSA Status: Part-time
Reports to: Facilities Supervisor

Job Code: Laborers
Job Grade: I
Revision Date: September 2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening our community through youth development, healthy living and social responsibility. The custodian cleans and sanitizes assigned areas. By completing such duties as mopping, dusting, and trash removal. This will also include duties related to window washing, meeting room set up, pool cleaning, snow removal, grounds keeping, etc...

ESSENTIAL FUNCTIONS:

1. Is to ensure The Y is attractive and clean by completing all duties listed on the daily schedule while also maintaining all equipment used or assigned to your area.
2. Floor mopping, dusting, trash removal, recycling, window washing, pool cleaning, bathroom cleaning, painting, vacuuming/shampooing carpets and cleaning of hard floors, seasonal activities to include lawn care and snow removal, and any general cleaning not listed above.
3. Complete special event setup as described in the event schedule plan.
4. Must ensure that the YMCA building and property is secure at all times and report incidents and hazardous conditions to supervisor; and must follow emergency response plan procedure.
5. Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants.
6. Safely use and maintain assigned power equipment according to manufactures recommendations.
7. Follow all OSHA rules and regulations.
8. Use ladders to reach areas that need to be serviced.
9. Complete end of shift check list to insure that all furniture, equipment, supplies and tools are in their proper location, and move if necessary.
10. Launder cleaning rags, dust mops and towels.
11. Attend safety meetings and other required meetings.
12. File out daily logs including all work order requests.
13. All other duties as assigned by supervisor.

QUALIFICATIONS:

1. Six months or more of related experience preferred.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests.
4. Knowledge of cleaning methods and equipment preferred.
5. Basic understanding of upkeep and care of equipment preferred.
6. Familiarity with YMCA preferred but not required.
7. Must be a self-starter, team player, reliable, and have an eye for detail
8. CPR/AED and First Aid certifications preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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.
2. Sufficient physical strength and agility to carry out essential duties.
3. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
4. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
5. Ability to paint, clean equipment, and operate motorized equipment as needed.
6. Ability to work in conditions that will create dirt and dust.
7. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi-reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.