



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.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive, working relationships. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures - reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well - uses best practices and demonstrates up-to-date knowledge and skills in technology.

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.

SIGNATURE:

I have reviewed and understand this job description. I agree to fulfill all requirements necessary for the performance of all job segments described. I understand and mutually accept that the Position Description is not a contractual agreement.

Signature

Date

Print Name