



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Custodian**

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Status: PT

Department: Facilities

Reports to: Building & Facilities Manager

Revision Date: October 2022

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. Creates a welcoming environment for all members of all backgrounds and abilities. This position performs routine janitorial work ensuring the facility is clean, sanitary, safe, orderly and attractive for members in accordance with established policies and procedures. The Custodian supports member participation and retention through assisting the Facility department in achieving strategic goals and providing outstanding customer service to all members.

ESSENTIAL FUNCTIONS:

1. Responsible for cleanliness of entire facility including locker rooms and grounds including sweeping, vacuuming, cleaning and/or polishing assigned areas, windows, mirrors, walls, ceilings, hallways; emptying wastebaskets; and other duties as deemed necessary.
2. Responsible for stocking supplies in locker facilities.
3. Assist with inventory control of supplies and tools.
4. Operates related motorized and non-motorized equipment.
5. Records and reports all needed repairs; repairs as directed.
6. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
7. Set up furniture for events.
8. Assist members with questions. If unable to assist, direct towards membership desk.
9. Assist with deliveries from membership desk to appropriate areas.
10. Remain knowledgeable of all safety and risk management procedures and respond appropriately as trained in emergency situations.
11. Attend all staff meetings.
12. Promote and represent the mission and core values.
13. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

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, and 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:

- High School diploma or equivalent required.
- 6 months of custodial experience preferred.
- Current CPR/AED and First Aid certifications preferred.
- Excellent verbal, written and interpersonal communication skills.
- Excellent follow through actions regarding communication.
- Excellent problem-solving and analytical skills.
- Excellent organization skills and attention to detail.
- Desire and ability to work with people of all ages.
- Demonstrated responsibility and dependability.

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.
- Must be willing to work a flexible schedule, which may include weekends and holidays as needed.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- The employee must be able to perform medium work: exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the physical ability to perform strenuous physical tasks as needed.
- The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- The employee is subject to noise: there is sufficient noise to cause the employee to shout in order to be heard above the ambient noise level.
- Must be capable of working under pressure in a somewhat disruptive environment.
- The employee is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- May be required to work with hazardous chemicals (i.e. cleaning solutions, disinfectants, etc.).

- The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and members' well-being.