



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Custodial & Maintenance Coordinator**
Status: Full-Time Non Exempt Department: Facilities & Property
Reports to: Facilities & Property Director Revision Date: April 9, 2019

POSITION SUMMARY:

Operating within the policies, procedures, and practices of the Norm Waitt Sr. YMCA, this position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Custodial Coordinator cleans and sanitizes assigned areas, including such duties as mopping, dusting, and trash removal. May complete duties related to window washing, meeting set up, pool cleaning, snow removal, and other responsibilities as directed.

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 belong. **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:

1. Ensures 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, painting, vacuuming, seasonal activities dealing with snow removal, and general cleaning.
2. Operates related motorized and non-motorized equipment.
3. Records and reports all needed repairs; repairs as directed.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
5. Replaces soap, paper towels, and other supplies.
6. Operates within budget and maintains record of supplies.
7. May set up furniture for events.
8. Snow and Ice removal as assigned.
9. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

- Critical Thinking & Decision Making
- Functional Expertise

QUALIFICATIONS:

1. Previous custodial experience is preferred.
2. Must be at least 18 years of age.

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3. Must complete the following trainings:
 - Blood Borne Pathogens Training or equivalent training approved by the YMCA
 - Approved Mandatory Child Abuse Reporter Certification
 - Emergency procedure training
4. Previous experience with diverse populations.
5. Must have strong communication and organizational skills.
6. Ability to work with minimal supervision.

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.

- Sufficient physical strength and agility to carry out essential duties.
- Ability to lift objects greater than 25lbs on a regular basis and at times lifting over 50lbs is expected.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to paint, clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- 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.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing consistently excellent service to all who walk through our doors or contact us on the phone.
- The Y will effectively connect and build relationship with its members and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

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