



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Custodial and Grounds Staff**

Job Code:

FLSA Status: Hourly, Part-Time

Job Grade:

Reports to: Maintenance Director

Revision Date: 10/28/2013

POSITION SUMMARY:

Under the direction of the Maintenance Director and consistent with the Christian Mission of the YMCA, the custodial employee will be responsible for the daily cleaning of the areas assigned.

ESSENTIAL FUNCTIONS:

Upon arrival each day, you should visually inspect the facility for cleanliness and you should check your supply closets for supplies. Your daily duties (not necessarily in this order and not limited to) will include:

- Keep all locker rooms and bathrooms well stocked to meet member needs.
- Mop, sweep, and vacuum all YMCA floors daily.
- Clean all bathrooms and locker-rooms thoroughly each day.
- Dump all small trashcans and replace all trash bags daily.
- Clean and maintains front and back entrances.
- Clean kitchen daily.
- Clean YMCA child -watch, preschool, and afterschool rooms twice weekly.

YMCA COMPETENCIES

Mission Advancement: The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image and perception of the work area is good and well liked which will relate to increased members and retention.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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:

The incumbent must be at least 18 years of age and have a high school diploma or GED. The incumbent must have experience and skills in the area of custodial work. Physical qualifications include being able to reach, bend and stoop, as well as lift up to 50 lbs, and walk up and down stairs. Once employed, the custodial staff must successfully complete the YMCA's new employee orientation. Chosen candidates undergo a background investigation and drug test prior to employment.