



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FERGUS FALLS YMCA JOB DESCRIPTION

Job Title: **Custodian/Maintenance**

FT or PT: Part-time

FLSA Status: Non-exempt

Revision Date: 02/2019

Reports to: Property Manager

Primary Function/Department: Social Responsibility

POSITION SUMMARY:

The Custodial/Maintenance staff aids all staff in providing a quality member/participant experience. This position is responsible for the cleanliness and sanitation of the areas assigned with a minimum level of supervision. Duties include, but are not limited to, mopping, dusting, window washing, event set up, pool cleaning, groundskeeping, snow removal, general cleaning, and trash removal. Light maintenance duties may be assigned.

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 can belong and become. **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.
2. Perform janitorial duties which include, but are not limited to, wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
3. Operates related motorized and non-motorized equipment.
4. Records and reports all needed repairs to supervisor; repairs as directed.
5. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor. Knowledge of safety, risk management, and emergency procedures.
6. Replaces soap, paper towels, and other supplies.
7. Clean up of blood or body fluids which could contain bloodborne pathogens.
8. Set up for events which include, but are not limited to, moving chairs and tables.
9. Be able to communicate positively with members, guests, supervisor, and other staff.
10. Work in a team concept.
11. Responsible for light maintenance repairs.
12. Basic understanding of the YMCA mission. Promotion of the YMCA Core Values: honesty, respect, caring, and responsibility.
13. Follows all Fergus Falls YMCA policies and procedures.
14. Other duties as assigned by supervisor.

LEADERSHIP COMPETENCIES:

- Values
- Inclusion

QUALIFICATIONS:

- Six months or more of related experience preferred.

- Ability to read and interpret instructions, procedures, manuals, and other documents.
- Ability to report and record maintenance requests.
- Strong verbal and written communication skills.
- Knowledge of cleaning methods and equipment and safety related to the job.
- Basic understanding of the upkeep and care of equipment.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.
- CPR/First Aid/AED certification required within 30 days of hire.
- Ability to work various shifts and accommodate changes in schedule.
- Transportation available.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Sufficient physical strength and agility to carry out essential duties. Must be able to move up to 50 pounds of project material and/or tools.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- 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.
- 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.
- Ability to report and record maintenance requests to supervisor.

SIGNATURE:

I have reviewed and understand my responsibilities as outlined in this job description.

Employee's name

Employee's signature

Today's date: _____