



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FERGUS FALLS YMCA JOB DESCRIPTION

Job Title: **Custodian/Maintenance**

Classification: Non-Exempt, Part-time

Reports to: Property Manager

Revision Date: 5/2018

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### 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.

### ESSENTIAL FUNCTIONS:

- Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment.
- 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.
- Operates related motorized and non-motorized equipment.
- Records and reports all needed repairs to supervisor; repairs as directed.
- 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.
- Replaces soap, paper towels, and other supplies.
- Clean up of blood or body fluids which could contain bloodborne pathogens.
- Set up for events.
- Be able to communicate positively with members, guests, supervisor, and other staff.
- Work in a team concept.
- Responsible for light maintenance repairs.
- Basic understanding of the YMCA mission. Promotion of the YMCA Core Values: honesty, respect, caring, and responsibility.

### YMCA COMPETENCIES:

***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 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:**

- 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.

**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.

**GENERAL Y BUSINESS:**

- Participate as a team player.
- Effectively communicate the mission, vision, and values of the YMCA to everyone.
- Basic knowledge of all programs and their functions.
- Must follow the policies set forth in the Employee Handbook.
- All other duties as assigned.

*Disclaimer: The above statements are intended to describe the general nature and level of work performed by the employee for this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the Fergus Falls Area Family YMCA and the employee and is subject to change by the Fergus Falls Area Family YMCA as the needs of the association and requirements of the job change.*

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

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Employee Printed Name Date

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Employee Signature Date