



Job Title: **Custodian/Housekeeping**

Status: P/T Evening Shifts 6pm-9pm (flexible times and days)

Compensation: Hourly \$13.00

Reports to: Building Maintenance Lead

Revision Date: November 2023

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### **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. 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, grounds keeping, and other related responsibilities.

### **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 lawn care and snow removal, and general cleaning.
2. Operates related motorized and non-motorized equipment. (i.e. Floor Buffer, Power Washer, Broom, Mop)
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. May set up furniture for events.
7. Performs other duties as assigned.

### **QUALIFICATIONS:**

1. Three months or more of related experience preferred.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests/forms and supply requests.
4. Knowledge of cleaning methods and equipment.
5. Basic understanding of the upkeep and care of equipment.
6. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

### **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 erect and stand on ladders and platforms at heights up to 6 feet.
- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to use equipment, and operate motorized equipment as needed. (1.e. Floor Buffer, Power Washer)
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential cleaning functions to facility and 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: overhead, and at ground level; twisting of the waist, shoulders, and legs.