



TWIN PIKE FAMILY YMCA

Position Title: Housekeeping

Reports To: Property Director

Classification: Part Time

Pay Range: \$9.45-\$10.50 per hour

What you'll be doing...

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the guidance of the Property Director, this position is responsible for the cleaning and maintaining in a neat, orderly and safe manner areas at the Twin Pike Family YMCA. They are responsible for carrying out work orders as the Property Director assigns them. They are responsible for insuring clean facilities in all areas, fast efficient service with the highest quality of workmanship. Housekeepers should respond to guests needs in a fast and friendly manner.

SCHEDULED HOURS: Flexible day, evening and weekend 10-20 hours per week.

ESSENTIAL FUNCTIONS:

- Cleaning of locker rooms, restrooms, kitchen stairwells, Gym, Group Fitness Room, Wellness Center, and sidewalks.
- Will run floor cleaning machine on assigned schedule each week.
- Responsible for meeting time and quality standards set forth by Property Director.
- Responsible for personal quality in workmanship, ensuring high standards of cleanliness and maintenance in all aspects of the job.
- Responsible for personal safety, doing his/her job in the safest manner possible.
- General cleaning duties and manual labor may include: Washing windows, vacuuming, floor care, wall washing, sweeping, dusting, bathroom cleaning, trash removal.
- Responsible for observing and reporting any damages or needed repairs to immediate supervisor in all facilities at Twin Pike Family YMCA.

- Follow through of uniform policy to ensure personal grooming, dress and standards of conduct in compliance with personnel policies and Twin Pike Family YMCA standards. Uniforms must be neat and clean.
- Must be available upon request to fill in for sickness or family emergencies.
- Follow through on scheduled task for example, detailing showers and restrooms.

YMCA LEADERSHIP 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 judgements, and transfers learning from one situation to another. Establishes goals, clarifies tasks and plans work. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals. Has the functional knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology. Has a basic understanding of the following: Cleaning tools, cleaning chemicals.

Organization Support, Quality/Time Standards, Safety and Security. Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

Understands the daily impact of the following and represents them in a positive manner: Action Oriented, Customer Oriented, Establishing Priorities, Flexibility, Integrity & Trust, Interpersonal Skills, Listening Skills, Oral Communication Skills, Organization & Planning, Peer Relationships & Teamwork, Problem Solving, Results Oriented, Self-Starter, Stress Management and Valuing Diversity.

REQUIREMENTS: Must be at least 18 years old

QUALIFICATIONS: Experience/Skills: Previous housekeeping experience is preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Physical Mobility: walking, climbing, stairs, standing, kneeling, bending, leaning, stooping and sitting for extended periods of time.
- Physical Dexterity: ability to use electronic equipment, tools and machinery as needed.
- Lifting: ability to lift up to 50 pounds.
- Sensory Requirements: ability to hear, listen, speak, smell, touch, taste, see and distinguish colors.
- Ability to maintain alertness for several hours at a time.
- Ability to speak concisely and effectively communicate.
- Ability to tolerate extreme temperature conditions (heat and/or cold).

Effects on End Result:

- Satisfactory Customer service and strengthened relationships as well as a high degree of member retention
- Effective interpretation of the YMCA mission to the membership and Community

Send Resume and Application to:

Beth Graves
614 Kelly Lane
Louisiana, MO 63353

Application can be picked up at the Welcome Center or downloaded from
<http://www.twinpikefamilyymca.org/about.html#employ>