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Twin Pike Family YMCA Job Description

Job Title: Custodian

Status: P/T (Mornings & Weekend shifts)

FLSA Status: Non-Exempt

Reports to: Property Director

Department: Property

Date: 3/21/2023

POSITION SUMMARY:

The Custodian is responsible for overall cleanliness and sanitation of the Y. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment.

This position requires morning and weekend hours. Morning & weekend schedule is flexible.

Responsibilities:

- Professional Demeanor: The Custodian staff represents the Twin Pike Family YMCA in a positive, professional manner to the community. Attention to detail is key. The employee must be self-motivated and must be able to interact positively with members, guests and fellow staff
- Schedule: Mornings & weekend shifts, flexible within morning hours and weekend
- Punctuality: Regular and timely adherence to respective schedule/meetings
- All guidelines must be followed in accordance with the Employee Handbook

Essential Functions

- This position requires some physical activity such as cleaning bathrooms, locker rooms, carrying supplies and equipment and the ability to run floor cleaners. The ability to lift at least 50 pounds is necessary
- Attend all scheduled meetings as directed by the Property Director
- Maintain open communication with your Property Director and co-workers
- Interact positively with the general public
- Responsible for the daily checklists as developed by the Property Director. The staff will have their own individual lists of regularly scheduled tasks, some of which include:
 - Cleaning floors (sweeping, mopping & run floor machine) in all areas of the building
 - Vacuum/Sweep track
 - Empty waste receptacles in all inside & out areas/rooms
 - Clean lobby, upstairs commons, senior center and offices
 - Clean & disinfect sinks, urinals, toilets and mirrors in all areas/rooms
 - Sanitize weight room
 - Spot clean partitions, walls, windows, tables, etc.
 - Assist in snow removal or salting sidewalks and parking lots as needed
 - Other duties/tasks as determined by the Property Director
- Obsessive with cleanliness, speed of equipment repair and customer service
- Perform daily maintenance tasks and special projects as assigned
- Act as a member of the staff team by setting up/taking down equipment for programs, meetings, special events and other Custodian logistical needs
- Be alert to risk management and repair/respond to safety issues immediately
- Model the Y's core values Caring, Honesty, Respect and Responsibility, with members, guests, special groups and fellow staff



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- Communicates repair needs out of the scope of their ability through written and/or verbal communication to Property Director
- Must wear YMCA Staff shirt & name tag at all times, pants must be clean and in good condition with no holes, tears or rips and must be worn at the natural waist or above and tennis shoes. A neat and clean appearance is required at all times
- Smile, have fun, and enjoy your job!

QUALIFICATIONS/CERTIFICATIONS:

- Minimum age of 18, High School Diploma or GED equivalent required
- Successfully pass background checks
- Must be able to work flexible hours mornings, weekends and holidays
- Able to work independently and with minimal supervision. Organized and detail-oriented
- Friendly/outgoing personality and exceptional member/guest services
- Experience with the operation of cleaning equipment and other basic custodian skills are helpful
- Must hold current First Aid, CPR/AED certifications or gain within 90 days of hire
- Complete all in-house and on-line required trainings within designated time of hire

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Must have the ability to read, write and follow oral and written instructions and possess strong communication skills
- Able to respond to critical incidents and emergency situations in a quick, efficient manner
- Must have the ability to lift 50+ pounds
- Able to properly set up and stand on ladders
- Able to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, spray and aerosol forms and perform essential cleaning functions which may include, but are not limited to the following activities: reaching, performing work overhead and at ground level, climbing, crouching, kneeling, bending, working in narrow spaces, , and twisting of the waist, shoulders, and legs. Able to safely operate various cleaning equipment (both motorized and non-motorized)
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment can vary from quiet to loud depending upon the tasks being completed and cleaning machinery being used
- This position works in a variety of environments which can include but are not limited to, office settings, gymnasiums, and outdoors

BENEFITS:

- Free individual TPFY membership/program discounts when you work at least 8 hours per month
- Eligible to participate in 403B savings account through & Retirement Fund
- Pay Rate: \$12.00/hr