



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LA PORTE COUNTY FAMILY YMCA JOB DESCRIPTION

Job Title: Custodian - LP	Job Code: 1033
FLSA Status: Non-exempt	Worker Category: Full Time or Part Time
Reports to: Executive Assistant/Maintenance Tech	Revision Date: 12/01/2022
Leadership Level: Leader	Primary Function/Department:

POSITION SUMMARY:

Cleans and sanitizes assigned areas, including such duties as mopping, dusting, trash removal, window washing, meeting set up, locker room cleaning, snow removal, grounds keeping, and other related responsibilities.

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:

- Completes all duties listed on the cleaning checklist and maintains upkeep of assigned area and equipment. Duties include, but are not limited to, wet and dust mopping, dusting, trash removal, window washing, vacuuming, cleaning of restrooms, locker rooms, offices, teen center, and other Y spaces, seasonal activities dealing with lawn care and snow removal, and general cleaning.
- Operate related motorized and non-motorized equipment.
- Record and report all needed repairs; repairs as directed.
- Ensure YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
- Replaces soap, paper towels, and other supplies.
- May set up tables and chairs for events.
- Put away cleaning supplies when delivered.
- Know appropriate emergency and safety procedures and proper exits for everyone in the facility.
- Report unsafe conditions immediately to supervisor or other person of responsibility if your immediate supervisor is not available.
- Follow all YMCA policies, rules, regulations, and procedures.
- Follow departmental dress code. No alterations to the dress code are allowed.
- Complete incident and accident reports as necessary.
- Attend staff meetings and trainings as required.
- Help with other YMCA functions and duties as assigned by supervisor.
- Builds relationships with members and building participants.
- Exemplify the YMCA core values of caring, respect, responsibility, and honesty.
- Showing up for all scheduled dates on time and in proper attire (must always have walkie-talkie on them).



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LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys 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:

- At least 18 years of age.
- 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.
- Knowledge of cleaning methods and equipment.
- Basic understanding of the upkeep and care of equipment (such as vacuums, wet vacuum, snow blower, floor buffer, washing machine and dryer etc.)
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.
- CPR/First Aid/AED/Oxygen certifications within 30 days of hire.
- Complete West Bend training prior to hire and as required going forward.
- Complete annual online and in-person child sexual abuse prevention training.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Sufficient physical strength and agility to carry out essential duties.
- Ability to lift to 50 pounds.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to clean equipment used during your shift. The equipment includes but not limited to vacuums, buffer, and all buckets.
- Ability to 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.



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SIGNATURE:

The YMCA reserves the right to change this job description as conditions change.

I have read and understand the responsibilities listed above. By my signature below, I verify that I have the qualifications for the job and can perform these functions.

Employee's Name

Employee's Signature

Today's Date: _____