

Union County Family YMCA

Job Description

Position: Custodian

Report to: CEO / Executive Director

Department: Maintenance

Position Status: Full Time, Hourly

General Function:

Performs janitorial duties to ensure cleanliness of facility. Maintains and repairs basic building needs and equipment.

Requirements/Qualification:

- Six months or more of related experience preferred
- Knowledge of cleaning products and equipment
- Basic knowledge of maintenance
- Sufficient physical strength and agility to carry out essential duties.
- Current American Red Cross or American Heart CPR and First Aid Certifications
- Criminal Background Clearance

Principle Activities:

- Clean and sanitize sinks, toilets, showers, restrooms, and other assigned areas of building. Clean and maintain floors, walls, windows, and other surfaces.
- Empty waste containers.
- Ensure that supplies such as soap and paper towels are replaced regularly, and that waste is emptied.
- Maintain inventory of cleaning supplies and order as needed.
- Perform various duties such as dusting, and maintaining entrances and offices.
- Perform appropriate custodial duties as necessary to maintain overall facility cleanliness.
- Report building problems.
- Perform sidewalk/exterior clean up. Disposes of trash.
- Maintain appearance of outdoor area such as mowing the lawn, pulling weeds, etc.
- Shovel snow on front sidewalks and put down salt as needed.
- Set up tables and chairs for special events.
- Supervisor of part time staff and/or volunteers.
- Coordinate the efforts of volunteers through providing instructions and directions.
- Ability to work effectively in a team environment.
- Assist with department special events.
- Follow all YMCA's policies and procedures.
- Support the programs and goals of the YMCA.
- Attend staff meetings and trainings as scheduled.
- Convey basic YMCA programs and schedule information to members.

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- Participate in YMCA special events as requested.
- Assume any other duties directed by the CEO.

Qualities:

- Detail oriented
- Value oriented
- Flexible
- Ability to accept supervision
- Good customer service skills
- Ability to handle stressful situations
- Hard working

Employee's Signature _____ Date _____

CEO's Signature _____ Date _____