



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Housekeeping**

FLSA Status: Non Exempt Hourly

Status: Part Time

Reports to: Maintenance Director

Reports to: Facilities Director

Revision Date: 7/2018

POSITION SUMMARY:

Cleans and sanitizes assigned areas, including such duties as mopping, dusting, and trash removal. May complete duties related to window washing, snow removal, groundskeeping, and other related responsibilities. Must work well with others, demonstrate positive Y values to members and staff and be a self-motivated team player.

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, vacuuming, seasonal activities dealing with snow removal and general cleaning of restrooms & locker rooms
2. Operates related motorized and non-motorized equipment
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. Assist with special events
7. Play a role in securing gifts for the annual campaign
8. Work as a team
9. Other duties assigned

YMCA COMPETENCIES: (Leader)

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 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:

1. Six months or more of related experience preferred.
2. Upon hiring, complete background check through the YMCA, complete Redwoods Institute Training before first day of hire
3. Attend New Staff Orientation within 30 days of hire
4. CPR certified by YMCA within 30 days
5. Ability to read and interpret instructions, procedures, manuals, and other documents.
6. Ability to report and record maintenance requests.
7. Knowledge of cleaning methods and equipment.
8. Basic understanding of the upkeep and care of equipment.
9. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

PHYSICAL DEMANDS

- Sufficient physical strength and agility to carry out essential duties.
- Must be able to lift 50lbs.
- Ability to erect and stand on ladders and platforms at heights up to 20 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Clean equipment, and operate motorized equipment as needed.
- 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.
- Must be detail oriented and exhibit a high degree of accuracy
- Must demonstrate initiative and sound judgment

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____