

QUINCY FAMILY YMCA

JOB DESCRIPTION

TITLE: Night Time Custodian

BRANCH:

REPORTS TO: Overnight Facility Supervisor

GRADE: Part Time Hourly

GENERAL FUNCTION:

Under the general direction of the Overnight Facility Supervisor, this position is accountable for maintaining the cleanliness, sanitary conditions and general maintenance of the interior of the facility.

Greets everyone by using names whenever possible; extends thanks whenever appropriate; makes relationship building the number one priority at all times. The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Quincy Family YMCA is conveyed.

QUALIFICATIONS:

Candidate must be a minimum of 18 years of age and possess a high school diploma or GED. Equivalent work experience will be considered. This position requires strong teamwork skills and the ability to work independently. Good communication skills are a must, as interaction with members, staff and the general public is a daily requirement. Candidates must be able to remain on their feet for extended periods, complete repetitive motion tasks and be able to lift/carry/move up to 50 lbs. Individuals need experience or be able to comprehend general cleaning, disinfection, floor care and operation of related equipment.

CORE COMPETENCIES:

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

PRINCIPLE ACTIVITIES:

The member relations aspect of this position requires that relationship building be the number one priority at all times, attending to the needs and requests of health seekers, members, and all people within the YMCA in a courteous and friendly manner.

AREAS OF RESPONSIBILITY:

1. Cleans bathrooms, locker rooms, hallways and any other assigned areas by vacuuming, mopping, scrubbing and polishing
2. Performs minor maintenance repairs and tasks as directed
3. Assists with other departments with set up for meetings, special events, etc.
4. During shutdown periods, must be available to work if needed
5. Polishes/burnishing floors, and other restorative cleaning activities
6. Empties and cleans trash containers
7. Moves, rearranges and dusts furniture and fixtures
8. Clears snow and salts sidewalk in inclement weather or as needed
9. Reports any damage or needed repairs to equipment, property, etc. to Property Manager
10. Uses all cleaning supplies in the proper and efficient manner
11. Attends all staff meetings and training sessions as scheduled
12. Performs all other duties assigned by the Overnight Facility Supervisor
13. Serves as an integral member of the total staff team

14. Responds to emergencies appropriately in accordance to his/her level of training and circumstances
15. Keep's all cleaning closets clean and uncluttered during his/her scheduled shift
16. Interacts with staff, members, and general public in a professional and courteous manner
17. Assists in special projects at the branch or other Association facilities
18. Participates in Association and special responsibilities as designated by Overnight Facility Supervisor
19. Attends all mandatory training sessions

EFFECT ON END RESULT:

- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.

Signature: _____

Date: _____