

# QUINCY FAMILY YMCA

## JOB DESCRIPTION

**TITLE:** Day Time Custodian

**BRANCH:** Quincy Family YMCA Quincy IL

**REPORTS TO:** Facility/Event Coordinator

**GRADE:** Part Time Hourly

### **GENERAL FUNCTION:**

Under the general direction of the Facility/Event Coordinator, 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.
- To understand that our core goal is to build our YMCA upon **everyone's** strengths and knowledge. We must continue to develop events and programs that offer our members something unique that others cannot easily imitate.

### **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, offices, 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 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

**AREAS OF RESPONSIBILITY (Continued):**

11. Attends all staff meetings and training sessions as scheduled
12. Performs all other duties assigned by the Facility/Event Coordinator
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 Facility/Event Coordinator
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.
- The Part Time Custodian will provide effective management of all assigned areas to ensure clean, safe and well-maintained facilities. This shall be accomplished by demonstrating timely completion of support services that will have a positive impact on the association.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_