



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Maintance**

FLSA Status: Non-Exempt, Full-Time Hourly

Reports to: Property Manager

Association: YMCA of West Central Illinois

Branch: Quincy

POSITION SUMMARY:

Under the general direction of the Property Manager, this position is accountable for maintaining the cleanliness, sanitary conditions, and general maintenance of the interior of the facility, with opportunities for advancement to the Property Manager role for dedicated and high-performing employees.

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 Quincy Family YMCA are conveyed.

ESSENTIAL FUNCTIONS:

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.

Combined Responsibilities:

1. **Cleaning and Maintenance Duties**

- Cleans bathrooms, offices, locker rooms, hallways, and other assigned areas through vacuuming, mopping, scrubbing, polishing, and restorative cleaning.
- Empties trash containers, organizes cleaning closets, and uses cleaning supplies efficiently.
- Polishes floors and reports any damages or needed repairs to the Property Manager.

2. **Facility Support and Special Projects**

- Moves, rearranges, and dusts furniture and fixtures as needed.
- Assists with meeting setups, special events, and other department activities.
- Supports special projects at the branch or other Association facilities.

3. **Weather-Related and Emergency Response**

- Clears snow and salts sidewalks during inclement weather.
- Responds to emergencies appropriately based on training and circumstances.

4. **Team Collaboration and Professionalism**

- Interacts with staff, members, and the public in a professional and courteous manner.
- Serves as an integral member of the team, attending staff meetings and mandatory training sessions.

5. **Additional Responsibilities**

- Performs maintenance repairs and tasks as directed.
- Participates in Association initiatives and responsibilities as designated by the Property Manager.
- Executes all other duties assigned by the Property Manager.

YMCA COMPETENCIES (Leader):

Mission Advancement: Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.

Collaboration: 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.

Operation Effectiveness: 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.

QUALIFICATIONS:

1. Candidate must be a minimum of 18 years of age and possess a high school diploma or GED. Equivalent work experience will be considered.
2. This position requires strong teamwork skills and the ability to work independently.
3. Good communication skills are a must, as interaction with members, staff and the general public is a daily requirement.
4. Individuals need experience or be able to comprehend general cleaning, disinfection, floor care and operation of related equipment.

PHYSICAL DEMANDS

1. Candidates must be able to remain on their feet for extended periods and complete repetitive motion tasks.
2. Be able to lift/carry/move up to 50 lbs.

EFFECTS ON END RESULTS

1. 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.
2. The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
3. Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.
4. 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.

Employee Signature

Date

Supervisor Signature

Date