

## KOSCIUSKO COMMUNITY YMCA

Job Title: **Custodian**

FLSA Status: Non-Exempt

Reports to: Custodial Manager

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### **Position Summary:**

Cleans and sanitizes assigned areas, including such duties as mopping, dusting, and trash removal. May complete duties related to window washing, meeting set up, snow removal, groundskeeping, and other related responsibilities.

### **Essential Functions:**

1. Completes all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. Duties include, but are not limited to, wet and dust mopping, dusting, trash removal, recycling, window washing, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, grounds clean-up, and general cleaning.
2. Replaces soap, paper towels, and other supplies.
3. Operates related motorized and non-motorized equipment.
4. Records and reports all needed repairs; repairs as directed.
5. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
6. Assists Custodial Manager with special projects including training new custodial staff.
7. May set up furniture for events.

### **YMCA Competencies (Leader):**

*Mission and Community Oriented:* Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions.

Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

*People Oriented:* Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Results Oriented:* Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures, and reports all financial irregularities immediately.

*Personal Development Oriented:* Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

**Qualifications:**

1. High School graduate preferred.
2. Certification: CPR.
3. Six months or more of related experience preferred.
4. Ability to read and interpret instructions, procedures, manuals, and other documents.
5. Ability to report and record maintenance requests.
6. Knowledge of cleaning methods and equipment.
7. Basic understanding of the upkeep and care of equipment.
8. Understanding of cleaning compounds and chemicals, and their safe, efficient use.
9. Ability to safely handle the clean-up of blood and other bodily fluid.

**Physical Demands:**

1. Sufficient physical strength and agility to carry out essential duties.
2. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to paint, clean equipment, and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. 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.

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Signature, Custodian

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Date

July, 2011

