



Racine Family YMCA JOB DESCRIPTION

Job Title: Custodian

Date: March 11, 2022

Status: Full-time Part-time

Immediate Supervisor: Facilities Director

Department: Building and Grounds Department

Classification: Exempt Non-exempt

Pay Grade/ Salary Range: 4

Working Schedule

Up to 29 hrs a week, various days, nights or weekends

Primary Function

To follow established schedule cleaning all main program areas, respond to janitorial needs that may arise during operating hours and ensure facility is clean and ready for the next morning.

General Duties

- Organize and prioritize work, with supervisor's assistance.
- Review cleaning schedule
- Respond to immediate janitorial issues when asked by the Membership Staff and or Administrators.
- Ensure facilities are generally sanitary and paper supplies are stocked for membership areas, particularly the Locker Rooms.
- General pool janitorial duties.
- Complete assigned work orders and keeping facility well maintained.
- Other duties as assigned.

Specific Duties (Secondary AND/OR repetitive or routine)

- Clean areas as assigned on the janitorial schedule
- Clean each facility area according to duties found on the posted "facility area cleaning chart".
- Assist with set-up for programs and events
- Keep facility well maintained.
- Attempt to clean when areas are not in use
- Assist with "Annual Pool Shutdown"
- Other duties as assigned.

Communication with Co-workers, Children, Parents, and Management

- Demonstrate a positive image of the YMCA to co-workers, members and the community at large.
- Relate and work with co-workers in a positive, professional and confident manner.
- Work cooperatively as a team member promoting a positive work environment.
- Respect rights, philosophies and strategies of staff as well as values of individual families.
- Treat children and families with respect and equality for all races, religions and cultures.
- Work cooperatively with other staff in planning and promoting YMCA activities; offering & sharing ideas, materials and resources.
- Handle problems and concerns through appropriate channels/chain of command.

Professional Qualities

- Accept and demonstrate the four character values of caring, honesty, responsibility, and respect.
- Implement character development and the values of caring, honesty, respect and responsibility in all programs and in the general employment environment.
- Follow the guidelines set for by the employee and/or supervisors handbook guidelines
- Follow internal policy and procedures including general organizational administrative procedures and department specific procedures
- Manage time efficiently and follow through on tasks assigned.
- Remain open to suggestions and accept constructive criticism
- Demonstrate flexibility and adaptability in situations that involve change in policy and/or operations



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Environment Conditions

- **Environmental Conditions:**
 - Walking and standing for 2-3 hours at a time.
 - Lifting up to 50 pounds.
 - Occasional exposure to outside elements for 2-3 hours at a time. Outside temperature range from -10 to 100 degrees F.
 - Exposure to cleaning chemicals
 - Negotiation stairs

Disclaimer: The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. This job description does not constitute a contract of employment and that the Racine Family YMCA may exercise its employment-at-will rights at any time.

I have read the job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined with or without reasonable accommodations. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the need of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Employee Signature

Date

Supervisor Signature

Date

Hiring Notes: