

**SANDUSKY AREA YMCA  
JOB DESCRIPTION**

TITLE:	CUSTODIAN	SUPERVISOR:	<u>Kathleen Schoder</u>
INCUMBENT:	_____	DEPARTMENT:	<u>Housekeeping</u>
FLSA:	NON-EXEMPT		_____
GRADE:	_____		_____
DATE:	Dec. 31, 2014		_____

**GENERAL FUNCTION:** The Custodian is responsible for ensuring effective physical cleanliness of all assigned facility areas. Perform routine cleaning as required. Inform management of any foreseeable problems with the facility. Ensure excellent member service by addressing member concerns in a timely fashion and providing a clean and safe facility.

**KNOW HOW:**

1. Ability to read, write and understand directions.
2. Physical ability to perform duties: List may include: sweeping, mopping, shoveling snow, climb ladders, mowing the lawn, lifting boxes (supplies) up to 50 pounds, etc.
3. Technical high school or equivalent with 1-2 years of building housekeeping experience.

**PRINCIPAL ACTIVITIES:**

1. Perform cleaning tasks to ensure effective housekeeping of the facility(s) as assigned and ensure member satisfaction.
2. Perform routine housekeeping as per weekly schedule.
3. Make detergent/germicide solution according to manufacturer's formula. Follow manufacturer's procedures for use of product.
4. Ensure all safety and risk management procedures are adhered to.
5. Report unusual conditions, low level of supplies, and items needing repair to supervisor.
6. Ensure proper supply levels of toilet tissue, paper towels, soap, and any other serviced provided.
7. Assist and/or perform projects of a special nature such as renovation / cleaning of shower areas, locker room, pool, etc.
8. Insure the safety and well being of all members, volunteers and staff.
9. Assist in preparing meeting rooms.

**Common Duties & Responsibilities:**

1. Be visibly involved w/ members, volunteers and staff in a positive, friendly manner that communicates and demonstrates the YMCA’s core values of caring, honest, respect and responsibility.
2. Follow all established policies and procedures, including but not limited to, safety practices and personnel policies.
3. Participate in and support association events and fund raising activities.
4. Maintain a clean and orderly work environment.
5. Secure required trainings and/or certifications necessary for the position.
6. Other duties as assigned by supervisor.

**Physical Requirements:**

The employee is expected to meet the physical requirements of the position, which may include, a frequent amount of sitting, standing and walking, reaching, stooping, kneeling, bending and occasionally lifting and/or moving up to 50 pounds. Lifting requirement of the position may be greater depending on the particular job to be performed (i.e. aquatics, child care).

**General Requirements:**

Must be able to read, and write legibly and in an understandable manner. Must be able to effectively communicate with and observe program participants, members and YMCA staff.

**Work Environment:**

The noise level in the work environment is usually moderate to noisy. May be required to work outside and on occasion may encounter inclement weather.

Adherence to these performances standards is expected by the Sandusky Area YMCA and measurement of the adherence is part of the annual review and development plan process.

We understand and mutually accept that the above description and supplement represent our agreements as the job to be performed.

**Signed:**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Supervisor**

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