



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Custodian**

Job Code: Leader

FLSA Status: Non Exempt

Grade Level: 1

Reports to: Property Director

Revision Date: 2/28/2014

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, pool cleaning, snow removal, grounds keeping, and other related responsibilities

ESSENTIAL FUNCTIONS:

1. Be comfortable working to implement the Mission Statement of the YMCA.
The Fond du Lac Family YMCA is a non-profit charitable association dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all.
2. Act as a positive role model using the YMCA's core values of honesty, caring, respect and responsibility
3. 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, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
4. Operates related motorized and non-motorized equipment.
5. Records and reports all needed repairs.
6. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
7. Replaces soap, paper towels, and other supplies.
8. May set up furniture for events.
9. Perform other duties as assigned by the Property Director and/or Lead Custodian.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

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

Fond du Lac Family YMCA

90 W. 2nd Street
Fond du Lac, WI 54935

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Ability to read and interpret instructions, procedures, manuals, and other documents.
2. Ability to report and record maintenance requests.
3. Knowledge of cleaning methods and equipment.
4. Basic understanding of the upkeep and care of equipment.
5. Understanding of cleaning compounds and chemicals, and their safe, efficient use.
6. Blood Borne Pathogens Training within 30 days of employment
7. Must be able to easily move through all program areas and effectively communicate and actively interact with customers.
8. Must be able to lift and carry (5 – 50 pounds)
9. Must be able to perform physical functions necessary to perform essential maintenance equipment and activities, including but not limited to squatting, bending, kneeling

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance. The Employer reserves the right to revise this Position Description at any time and to assign other tasks as circumstances or conditions change.

I understand and mutually accept that the Position Description is not a contractual agreement.

Employee Name (printed) _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____