



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA

Job Title: **Custodian**

Job Code: 402

FLSA Status: Non-Exempt

Job Grade: 1

Reports to: Building and Grounds Director

Revision Date: 10/13, 4/18, 2/20

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. Provides a quality experience to members, participants and visitors that focuses on the YMCA values: honesty, respect, responsibility and caring.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment.
2. May perform wet and dry mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
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. Replaces soap, paper towels, and other supplies.
7. May set up furniture for events.
8. Perform other related duties as assigned by your supervisor.

YMCA COMPETENCIES (Leader):

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.

- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

QUALIFICATIONS:

1. Certifications required within 30 days of hire: CPR/AED and Child Abuse Prevention.
2. Six months or more of related experience preferred.
3. Ability to read and interpret instructions, procedures, manuals, SDS and other documents.
4. Ability to report and record maintenance requests.
5. Basic understanding of the upkeep and care of equipment.
6. Understanding of cleaning compounds and chemicals, and their safe, efficient use.
7. At least 18 years of age.

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 work in conditions that will create dirt and dust.
5. 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.