



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SHELBY YMCA JOB DESCRIPTION

Job Title: **Quality Control and Janitorial**

FLSA Status: Non-Exempt, Part-time

Reports to: CEO

Revision Date: 8/03/2020

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### POSITION SUMMARY:

Cleans and sanitizes assigned areas which include locker rooms, restrooms, fitness area, adult health facility, gymnasium, youth & child watch rooms, kitchen and lobby area. Includes sweeping, mopping, dusting, trash removal and other related responsibilities.

### 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 areas and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, vacuuming, general cleaning and seasonal activities, such as snow removal.
2. Operates related motorized and non-motorized equipment.
3. Records and reports all needed repairs.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
5. Replaces soap, paper towels, and other supplies.
6. May perform other duties as assigned.

### YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

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.

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. Strives to meet or exceed goals and deliver a high-value experience for members.

*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:**

- Six months or more of related experience preferred.
- Ability to read and interpret instructions, procedures, manuals, and other documents.
- Ability to report and record maintenance requests.
- Knowledge of cleaning methods and equipment.
- Basic understanding of the upkeep and care of equipment.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.

**PHYSICAL DEMANDS**

- Sufficient physical strength (up to 50 lbs) and agility to carry out essential duties.
- Ability to erect and stand on ladders and platforms at heights up to 15 feet.
- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to clean equipment and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- 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; 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.

**AGREEMENT:**

This job description is not an expressed or implied contract. The Shelby YMCA reserves the right to change this job description as necessary.

Having read and understood my job description, I accept the position of Custodian for the Shelby YMCA.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_