



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ATHENS-MCMINN FAMILY YMCA JOB DESCRIPTION

Job Title: **Custodian/Housekeeping**  
FLSA Status: **Non-Exempt**  
Status: **Part-Time**  
Reports to: **Sr. Director of Membership**

Job Code: n/a  
Job Grade: n/a  
Department: **Facilities**  
Revision Date: **01.30.2023**

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The janitorial staff member is the on-site staff member responsible for facility condition, including restrooms, locker rooms, staff areas, and more. The janitorial staff works in conjunction with the facilities team (rover and health & wellness attendants) staff to effectively manage the cleanliness of the facility from day to day.

### ESSENTIAL FUNCTIONS:

Check all bathrooms and shower rooms for:

1. Paper towels, toilet paper, and soap dispensers
2. Changing tables
3. Sanitary receptacles
4. Empty trash bins
5. Sanitize and scrub shower areas
6. Vacuum and mop locker room areas
7. Vacuum and mop restrooms
8. Wipe all sinks and faucets
9. Clean toilets
10. Keep stainless steel stalls clean and free of fingerprints

Other duties:

- Clean ALL glass - including windows, mirrors, vending machines for finger prints and smudges
- Scrub and sanitize water fountains
- Vacuum all door mats, the HUB room, staff kitchen, staff offices, child watch room, meal kitchen, and youth center areas
- Dust mop all tiled areas, including reception areas
- Empty trash cans as needed inside and outside the facility
- Maintain parking area and building exterior as needed for litter and debris

## YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. 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. Strives to meet or exceed goals and deliver a high-value experience for members.

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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. High school graduate or equivalent.
2. Previous experience working in a janitorial role.
3. Experience preferred in one or more of the following areas: janitorial work; facility maintenance.
4. At least 18 years of age.
5. Must be willing to work nights (4pm – 9:30pm) and weekends.
6. Previous experience with diverse populations preferred.

## WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

## SIGNATURE:

I have reviewed and understand this job description.

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

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

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