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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF GREATER WESTFIELD JOB DESCRIPTION

Job Title: Custodian

FLSA Status: Non-Exempt

Reports to: Facilities Director

Revision Date: September 24, 2018

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### 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. Ensures Y is attractive and clean by completing all duties listed on the schedule and maintains upkeep of assigned area and equipment. May perform 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.
2. Cleans bathrooms, offices, locker rooms, hallways and any other assigned areas by vacuuming, mopping, scrubbing and polishing. Clean, dust, and dry mop/vacuum area daily. Clean and disinfect all sinks and drinking fountains. Empty trash in assigned areas, check and replenish paper towels, toilet paper and sanitizing wipes.
3. Gather and wash towels as necessary
4. Performs minor maintenance repairs and tasks as directed
5. Provides a quick response service to all staff/members for custodial/maintenance related problems/concerns.
6. Assists with other departments with set up for meetings, special events, etc.
7. During shutdown periods, must be available to work if needed.
8. Strips and polishes floors, cleans carpets and other restorative cleaning activities
9. Empties and cleans trash containers
10. Moves, rearranges and dusts furniture and fixtures
11. Clears snow and salts sidewalk in inclement weather or as needed. Assures that driveways, parking lots, sidewalks are cleared of snow/ice prior to and during operating hours.
12. Clean up after illness or blood event; following the proper procedures.
13. Reports any damage or needed repairs to equipment, property, etc. to supervisor. Is aware of facility problems, real or potential, and assist staff in correcting.
14. Uses all cleaning supplies in the proper and efficient manner.

15. Clean and maintain all storage areas and supplies; maintain inventory of supplies and recommend orders.
16. Follow instructions regarding the use of chemicals and supplies. Use as directed.
17. Attends all staff meetings and training sessions as scheduled
18. Performs all other duties assigned by Facility Director or CEO.
19. Serves as an integral member of the total staff team
20. Responds to emergencies appropriately in accordance to his/her level of training and Circumstances
21. Keeps all cleaning closets clean and uncluttered during his/her scheduled shift
22. Interacts with staff, members, and general public in a professional and courteous manner
23. Assists in special projects at the branch or other Association facilities
24. Participates in Association and special responsibilities as designated by supervisor
25. Attends all mandatory training sessions and staff meetings
26. Operates related motorized and non-motorized equipment.
27. Records and reports all needed repairs; repairs as directed.
28. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
29. Replaces soap, paper towels, sanitizing wipes (located in various rooms) and other supplies as needed.
30. May set up furniture for events.
31. Other duties as assigned.

## **PHYSICAL DEMANDS**

- Sufficient physical strength and agility to carry out essential duties.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to paint, 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; 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.

**YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Y’s values of caring honesty, respect and responsibility. 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

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.

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:**

- Must be at least 18 years of age.
- Positive attitude and strong interpersonal skills
- Attention to detail
- Team Player
- Possess a high school diploma as well as a valid Driver’s License; preferred
- 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.

I have reviewed and understand this job description. I also understand that the YMCA reserves the right to adjust this job description as conditions change.

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Signature                                  Printed Name                                  Date

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Supervisor Signature                  Printed Name                                  Date