



YMCA of Indiana County			
Employee Job Description			
Position Title:	Custodian	Department:	Custodial
Reports To:	Lead Custodian	Grade:	
Classification:	Part Time	Job Code:	

### **GENERAL FUNCTION:**

Under the direction of the Lead Custodian or other assigned staff, the custodian will perform all tasks associated with cleaning and maintaining the facility and grounds. Also demonstrates a commitment to YMCA Core Values of Caring, Honesty, Respect, and Responsibility.

### **CORE COMPETENCIES:**

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

### **KNOWLEDGE – SKILLS - ABILITIES:**

**Education:** CPR and First Aid certifications within 90 days .

**Experience:** 0–1 year experience performing custodial duties.

**Working Conditions:** Moderate lifting and physical effort required for cleaning

**Equipment Used:** Brooms, mops, scrubbers, vacuums, buffers, ladders

### **JOB RESPONSIBILITIES:**

- Report to a Custodian Leader who is responsible for the direction of house keeping services in the facility.
- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use

checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Handle recycling materials.
- Call in work orders.
- Assist in the instruction and supervision of student help.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Support and enforce all policies, such as One Call, OSHA/WISHA rules, health and safety regulations and guidelines, etc.
- Enforce and support policies established by the Director of Facilities
- Perform related duties as required.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to stand for the duration of the shift
- Must be able to bend and stoop often
- Must be able to lift 50 pounds occasionally

#### **EFFECT ON END RESULT:**

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position as outlined.
- The development and maintenance of good staff relations and an increasingly effective lay leadership resulting in a smoothly operating team of laymen and staff.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.

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Employee

Date

Supervisor

Date