

# YMCA OF PUEBLO

## JOB DESCRIPTION

Job title: Custodial / Maintenance

Reports to: Property Manager

Date: January 2010

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### GENERAL FUNCTION:

Performs general cleaning and upkeep of facility, grounds and vehicles. Responsible for cleanliness and sanitation in assigned areas. Perform routine maintenance as assigned, assist with maintenance jobs requiring more than one person. Respond to member and staff service needs.

### KNOW-HOW:

Prior knowledge or understanding of cleaning agents, appropriate commercial and/or industrial cleaning techniques, methods of maintenance for carpet and hard surface floors and commercial chemical application is preferred. Individual must be organized with attention to detail and willingness to learn. Staff must also meet and exceed acceptable cleaning standards and show pride in a job well done. They must attend all required trainings and maintain current CPR, first aid, child abuse and blood borne pathogen trainings. Must also have the ability to establish and maintain harmonious relationships by promoting and demonstrating caring, honesty, respect and responsibility with staff, lay leaders, YMCA members, program participants and the general public.

Minimum job requirement include 18 years old with high school diploma or equivalent, the ability to read and write and one to three years experience in the field. Must be able to lift 50 pounds, climb and work from a ladder, read and understand chemical labels for directions and mixture ratios and be capable of reading, comprehending and complying with policy, procedure, safety and security guidelines concerning organizational, building and grounds perspectives.

### PRINCIPAL ACTIVITIES:

- Perform general cleaning and upkeep of facility and grounds maintenance.
- Responsible for cleanliness in assigned areas including sweep, mop, dust, vacuum, clean windows, refrigerator, bathrooms, shower, empty trash, locker rooms and recycling.
- Conduct routine maintenance.
- Assist with snow removal.
- Assist with setups and takedowns.
- Assist with moving furniture and equipment.
- Assist or relieve personnel in other areas in emergency, staff shortage, or job vacancy.
- Assist with facility shutdowns with assigned responsibilities.
- Able to operate small power equipment, floor scrubbers, polishers, carpet shampooers, snow blowers, lawn equipment and basic understanding of hand tools.
- Clean locker rooms and showers.
- Area re-lamping
- Ability to learn on the job skills.
- May assist in maintenance jobs requiring more than one person.
- May require various shift assignments.
- Reports any building or mechanical deficiencies to Property Manager.
- Must understand and perform skills established in the YUSA Maintenance Standards Manual.

**FFECTS ON END RESULTS:**

The Custodial staff is responsible to maintain the physical assets of the association in a safe, clean, attractive and functional state at all times. This position is primarily concerned with members and patrons commenting on the exceptional cleanliness and maintenance of the facilities and grounds.

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Employee Signature

Date

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Supervisor Signature

Date