



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JANITORIAL COORDINATOR

Job Title: **Janitorial Coordinator**  
FLSA Status: Full-Time, Non-Exempt  
Reports to: CEO

Job Grade: 15  
Revision Date: 05/29/23  
Department: Janitorial

### 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 Director will organize, plan, and oversee the cleanliness of the YMCA facilities. The focus will be to have a spotless facility that is noticeable to our members.

### 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. Ensure that our facilities are being cleaned according to standards set forth by the CEO and Board of Directors.
2. Supervise department staff. This includes, but is not limited to, scheduling staff, creating goals, monitoring performance, and conducting disciplinary action.
3. Ensure the YMCA has adequate cleaning supplies at all times. Position requires the ordering of supplies, stocking supplies, learning about new products and methods of cleaning, etc.
4. Coordinate activities for volunteers and community service workers as assigned.
5. Serve as the cleaning person during day time business hours. This may include; cleaning, dusting, and wiping down equipment, bathroom stalls, drinking fountains, walls, tables, chairs, etc on a daily basis.
6. Assist with the setup of both facilities for meetings, conferences, events, special groups, etc.
7. Use and maintain assigned power equipment and hand tools: mops, brooms, squeegees, auto scrubbers, buffers, vacuums etc.
8. Ensure all MSDS records are up to date and maintained.
9. Keep the entire property free of litter.
10. Ensure that all areas designated to the department are clean and organized under the direction of the CEO.
11. Respond to emergency situations and perform other cleaning duty/facility duties as needed.
12. Perform other duties as assigned.

### YMCA COMPETENCIES (Team Leader):

**Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of the team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

***Personal Growth:*** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. The person for this position must maintain a flexible schedule, which will primarily consist of Monday through Friday 8:00am-5:00pm. In addition to these shifts, the candidate will be on-call on a regular basis and may be asked to work additional hours on an as-needed basis. Must be willing to work weekend events, tournaments, etc.
2. CPR/First Aid certification and child abuse prevention training within 60 days of hire date.
3. Previous experience in cleaning, cleaning practices, supervision of staff is preferred but not required.
4. High school diploma or general education degree (GED)
5. Ability to develop positive, authentic relationships with members, guests, and co-workers.
6. Must have good interpersonal, public relations and communications skills.
7. Attend and participate in staff meetings and training.
8. Must complete a full background check before being hired.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- a. 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.
- b. While performing the duties of this job, the employee is frequently required to: stand, climb or balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move more than 50 pounds.
- c. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- d. The noise level in the work environment is usually moderate.

### **SIGNATURE:**

I have reviewed and understand this job description.

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

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

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