

# Hastings Family YMCA Job Description

POSITION: Custodial #3

NUMBER OF HOURS PER WEEK: Part-time position (up to 30-hours per week)

REPORTS TO: Lisa Sedlak (Janitorial Supervisor)

## ENTRY REQUIREMENTS:

1. Must be able to communicate clearly with managers and other personnel.
2. 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.
3. High school diploma or general education degree (GED) and one year janitorial experience or experience in a related field preferred.
4. Must have valid Nebraska Driver's License.
5. Must complete a full background check before being hired.

## JOB REQUIREMENTS:

1. The person for this position must maintain a flexible schedule, which will primarily consist of Monday through Friday 12:00am-6:00am. In addition to these hours, the candidate will be on-call on a regular basis.
2. Must receive CPR and first aid certification within first six-months of employment.
3. Must follow all YMCA policies and procedures outlined in the employee handbook, and live up to YMCA standards while performing job duties.
4. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.
5. Attends all staff meetings and trainings.

## SPECIFIC DUTIES:

1. Clean, dust, and wipe all fitness equipment, bathroom stalls, drinking fountains, walls, tables, chairs, and file cabinets as assigned.
2. Perform daily deep cleaning of the facility's saunas.
3. Sweep, dust mop, mop floors, and operate floor scrubber daily or as assigned, including: basketball and racquetball courts, Adventure Challenge, fitness rooms, restrooms, hallways, stairways, ect.
4. Assist with the setup of both facilities for meetings, conference, events, etc.
5. Strip, clean, buff and apply floor finish to hard surface floors, vacuum and shampoo all carpets as assigned.
6. Clean facility windows daily or as assigned.
7. Use and maintain assigned power equipment and hand tools: mops, brooms, squeegees, auto scrubbers, buffers, vacuums ect.
8. Keep entire property free of litter.
9. Empty and deep clean all trash receptacles daily or as assigned.



10. Respond to emergency situation and perform other cleaning duty/facility duties as needed.