

YMCA of Greater Seattle

JOB DESCRIPTION

Job Title: **Custodian**

Range: E

Job Number: 7170

Unit: Various

Date Revised: 01/08

FLSA Type: Non-Exempt

YMCA: Various

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GENERAL FUNCTION

Performs routine and complex janitorial duties to ensure the cleanliness of the facility.

ENTRY REQUIREMENTS

1. Six months or more of related experience in janitorial work.
2. Knowledge of cleaning products and equipment.
3. Basic knowledge of maintenance helpful.
4. Sufficient physical strength and agility to carry out essential duties.
5. Ability to use equipment and chemicals in prescribed manner, including ability to read labels, MSDS information sheets, and instructions.
6. Ability to identify and resolve potential safety and security problems.
7. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.

CORE COMPETENCIES

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

3. Provides a Quality Experience for Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

5. Uses Effective Personal Behaviors/Communicates Effectively: 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.

PRINCIPAL ACTIVITIES

1. Cleans and maintains floors, walls, windows, tiled areas, and other surfaces, including stripping polish and waxing floors, and providing carpet care.
2. Cleans and sanitizes sinks, toilets, showers, restrooms and other assigned areas of building.
3. Replaces soap, paper towels, light bulbs and other supplies. Empties waste containers.
4. Performs various duties such as dusting, and maintaining entrances and office areas.
5. Reports building problems.
6. Performs light maintenance as assigned.
7. May maintain inventory of cleaning supplies.
8. May set up furniture for special events.
9. May provide day to day instructions for volunteers.