

JOB DESCRIPTION

Aberdeen Family YMCA
5 South State Street
Aberdeen, South Dakota 57401



Position: Custodian

Supervisor: Janitorial Staff Coordinator
Position Type: Part-time

Date: October 2018
Position Status: Non-Exempt

GENERAL DESCRIPTION:

Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy.

ESSENTIAL FUNCTIONS: *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Must be a minimum of 18 years old.
- High School Diploma or equivalent preferred.
- Current CPR-PR (CPR for Professional Rescuer) Certification.
- Current First Aid Certification.
- Sweep, mop, vacuum, scrub floors.
- Trash collection or disposal.
- Clean and disinfect equipment.
- Using cleaning solutions to remove stains and clean surfaces.
- Clean walls, ceilings, overhangs, woodwork, lockers, bathrooms, office areas, windows, furniture, light fixtures, drinking fountains, etc.
- Assist in the application of sealers, waxes, and polishes involved in maintaining the flooring in accordance with the custodian maintenance schedule.
- Assist in moving furniture and equipment, special "set-ups" or "take-downs" for certain activities.
- Perform outside maintenance as needed including light snow removal to clear front entrance walkway and raking.
- Consult with Facility Manager on matters of supplies, building repairs, and equipment.
- Understand and carry out oral and written directions.
- Experience with custodial services and knowledge of cleaning materials and supplies.
- Ability to multi-task.
- Persons performing service in this position will exert 50 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps and will involve walking or standing for an extending period of time.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may be occasionally experienced.
- Must be able to maintain a positive attitude while working under pressure.
- Complete other duties as assigned.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Availability to work varied hours; early mornings, days, evenings and weekends.
- A willingness to commit to the mission of the YMCA.
- Promote YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.

- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.
- Positively communicate information on all YMCA programs.
- Assist with special events as needed.
- Actively participates in YMCA events.

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS: *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to reach with hands and arms.
- Frequently required to stand and walk.
- Frequently required to bend, twist and/or climb.
- Frequently required to lift up to 50 pounds.
- Frequently required to talk or hear.
- Moderate concentration/intensity, which may include prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making. Occasional increased time pressure for emergency repairs.
- Frequently requires working at heights on ladders, lifts and scaffolding. At times in excess of 30 feet.
- Ability to work independently.

COMPETENCIES: *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.
- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **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.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **Customer Service:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- **Dependability:** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time.
- **Initiative:** Volunteers readily; seeks self-development opportunities; seeks increased responsibilities; looks for and acts upon opportunities; asks for and offers help when needed.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
- **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.
- **Motivation:** Sets high expectation and challenging goals. Creates a positive environment for high performance results.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.

- **Planning and Organization:** Prioritize and plan work activities; use time efficiently; and develop realistic action plans.
- **Problem Solving:** Identifies and resolves problems in a timely manner; assesses actions needed and responds as trained to carry out procedures; uses reason to apply knowledge to immediate situations.
- **Professionalism:** Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects.
- **Safety and Security:** Follows safety and security procedures; reports unsafe conditions; uses equipment and materials properly.
- **Self-Control:** Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Written Communication:** Writes clearly and concisely.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate, occasionally loud when working with equipment or some tools.
- The pool environment is warm and humid.
- The kitchen environment can be warm and humid.
- Wet or humid conditions.
- Work near moving mechanical parts.
- Work in high, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Outdoor weather conditions.

Aberdeen Family YMCA has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Aberdeen Family YMCA as noted above.

Employee Signature

Date

Print Name