

JOB POSTING



JOB POSITION: Janitorial Coordinator
POSITION TYPE: Full-time
LOCATION: Aberdeen Family YMCA

POSITION POSTED: July 17, 2021
MINIMUM PAY RATE: \$16.00-18.00/Hour
INTERESTED APPLICANTS MAY CONTACT:
Aberdeen Family YMCA
5 South State Street
Aberdeen, SD 57401
mjohnson@aberdeenyumca.org
605-225-4910 ex 1007

Hiring Manager if questions: Brian Kolbe bkolbe@aberdeenyumca.org

A better US starts with U! The Janitorial Coordinator at the Aberdeen Family YMCA plays a critical role in meeting our facility standards. The position directly supervises the custodial staff and is part of the team that is responsible for keeping our facilities and grounds neat and tidy. **Late afternoon, evening and rotating weekends required.**

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

- Must be a minimum of 18 years old.
- High School Diploma or equivalent preferred.
- Duties include supervision of janitorial staff.
- Current CPR-PR (CPR for Professional Rescuer) Certification.
- Current First Aid Certification.
- Supervision of custodial staff
- Inventory management
- 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.
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.*
 - Availability to work varied hours; late afternoon, 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.
 - Complete other duties as assigned.
- Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401. Applications can be found on our website at aberdeenymca.org.

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