



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Housekeeping**

Job Code: (unique to Y)

FLSA Status: Non-Exempt

Job Grade: (unique to Y)

Reports to: Building and Grounds Supervisor

Revision Date: 08/18/2021

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### POSITION SUMMARY:

Assist the Building and Grounds Supervisor in the general cleaning and housekeeping on a daily basis in accordance to the policies of the Burlington Area YMCA.

### ESSENTIAL FUNCTIONS:

1. Perform routine housekeeping duties of the in all assigned areas
2. Dust and mop all floors.
3. Clean and maintain all Wood Floor areas.
4. Vacuum all carpeted areas.
5. Clean all Aerobics, Cardio, and Weight Rooms.
6. Clean and maintain all Aerobics, Cardio, and Weight Equipment.
7. Clean and properly maintain all rubber flooring.
8. Operate various types of cleaning equipment including Square Scrub and Auto Scrubber.
9. Clean all restroom sinks, mirrors, toilets, urinals, dispensers, walls and floors
10. Maintain the supply of all restroom and shower room soap and paper supplies.
11. Wipe down and vacuum elevator.
12. Sweep, Mop and wipe down the track and handrails.
13. Sweep and mop all steps.
14. Pick up areas around exterior of the building
15. Maintain all ballfield areas.
16. Water all plants in season.
17. Drain and clean Spa's
18. Assist the Property Manager as needed.
19. Empty all trash receptacles in all areas and dispose into the dumpster.
20. Clean all windows
21. Routinely dust all assigned areas.
22. Wipe down tables and counter surfaces.
23. Collect, wash and restock towels in all designated areas.
24. Ability to work without direct supervision.
25. Ability to solve problems and deal with a variety of variables.
26. Ability to lift 25 pounds off the floor and carry 25 yards.
27. Ability to hear alarm system buzzers, bells and normal speaking tones.
28. Maintain a working knowledge of all Burlington Area YMCA building alarms, door alarms.
29. Maintain a working knowledge of all Burlington Area YMCA emergency procedures and safety plans.
30. Attend all required staff meetings and trainings.

BURLINGTON AREA YMCA JOB DESCRIPTION FOR BUILDING SUPERVISOR

- 31. Keep manager informed of all relevant situations.
- 32. Follow all Burlington Area YMCA policies and procedures.
- 33. Perform other duties as assigned by supervisor.

**YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Build rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Minimum of 18 years of age.
- 2. Prior housekeeping experience preferred.
- 3. Completion of high school diploma or equivalent education and experience.
- 4. Ability to obtain and maintain completion of annual required trainings.
- 5. Demonstrate ability to provide customer service and handle member issues.
- 6. Flexibility and ability to work independently while cooperating with other staff, participants and volunteers.
- 7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PHYSICAL DEMANDS**

- 1. Sufficient strength, agility and mobility to perform essential functions.
- 2. Occasional heavy lifting will be required.
- 3. Ability to stand for extended periods of time, remain alert, and be aware of member and participant behavior.

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Employee Signature

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Date

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Supervisor Signature

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Date