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BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Janitorial**

Job Code: (unique to Y)

FLSA Status: Non-Exempt

Job Grade: (unique to Y)

Reports to: Gymnastics & Cheerleading Director

Revision Date: 02/01 /2016

POSITION SUMMARY:

Provides a clean and sanitary environment for the Gymnastics & Cheerleading Facility.

ESSENTIAL FUNCTIONS:

1. Follows all protocol and keeps current on OSHA guidelines/courses.
2. Vacuums all matted flooring and walk ways as needed.
3. Sanitizes mats and specified equipment weekly.
4. Keeps all restrooms sanitary and clean weekly.
5. Sweeps under trampoline as needed – as well as all cement areas; around all gymnastic apparatuses and cubby/waiting areas.
6. Wet mops any cement areas on a bi-weekly basis or as needed.
7. Removes all trash from the facility each night worked.
8. Keeps all mirrors and windows clean on an as needed basis.
9. Provides Program Director with a weekly cleaning schedule. Any schedule changes that need to be made, needs to be provided at least 2 weeks in advance.
10. 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 fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds 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. Certifications: West Bend online courses.
- 2. Ability to lift 50 pounds.
- 3. At least 18 years of age.

PHYSICAL DEMANDS

- 1. Ability to lift and move equipment.
- 2. Ability to stand for long periods of time.

Employee Signature

Date

Supervisor Signature

Date