



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KANDIYOHI COUNTY AREA FAMILY YMCA

Job Title: **Custodian**

FLSA Status: Non exempt

Reports to: Building & Grounds Director

Leadership Level: N/A

Job Code: XXXX

Job Grade: XX

Revision Date: 8/2018

Department: Building & Grounds

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Custodian at Kandiyohi County Area Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
2. Be alert to risk management and needed repairs; responding to safety issues immediately.
3. Operates related motorized and non-motorized equipment.
4. Records and reports all needed repairs; repairs as directed.
5. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
6. Replaces soap, paper towels, and other supplies.
7. Set up/take down furniture for programs, meetings and events.
8. Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by supervisor.

### LEADERSHIP COMPETENCIES:

- Functional expertise



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**QUALIFICATIONS:**

- Six months or more of related experience preferred.
- Ability to read and interpret instructions, procedures, manuals and other documents.
- Ability to report and record maintenance requests.
- Knowledge of cleaning methods and equipment.
- Basic understanding of the upkeep and care of equipment.
- Understanding of cleaning compounds and chemicals and their safe, efficient use.
- Additional trainings as required by the position.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_