



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

General Maintenance/Housekeeping

General Function: Properly and thoroughly accomplish the cleaning of the YMCA facility as well as light building maintenance and repair.

Job Requirements:

- High School Diploma or GED.
- Three or more years' experience in a custodial or closely related field.
- Working knowledge of custodial-related areas.
- Complete all required YMCA trainings when needed.
- Ability to respond to safety and emergency situations.

Position Responsibilities:

- Complete all facility custodial duties outlined by their Supervisor.
- Completes custodial duties in a conscientious, timely manner, within the allotted time scheduled by supervisor.
- Help with sanitation needs throughout the organization which include wiping down counters, computers, office supplies, door knob/handles, handrails, lockers, elevator buttons, etc. if needed
- Capability of working weekends and evenings if the need arises
- Models relationship-building skills (including Listen First) in all interactions.
- Advises management on custodial issues and projects as requested.
- Ensures that all custodial equipment is maintained and properly operated in accordance with the policies and procedures of the YMCA including abiding by new COVID-19 requirements
- Attend all staff meetings.
- Complete all required YMCA trainings within the time allotted.
- Adheres to YMCA dress code.
- Engage with all members, participants, and parents to build strong relationship towards the advancement of the Y
- Assist in the Annual Campaign as needed
- Other duties as assigned

Physical Demands

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, communicate and have visual acuity. The work is performed both indoors and out, and will may require travel to various locations. Employee may be required at any time to wear personal protective equipment as dictated by the organization which includes but not limited to masks, face shields, etc.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.

- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: \$9.65 per hour

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org