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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

Sanitation Coordinator

General Function: The Sanitation Coordinator at the YMCA of Metropolitan Lansing oversees the general sanitation of their designated Y facility. Under the general direction of the Branch Executive, the incumbent will be responsible for the cleanliness of the buildings and facilities for the association. This is a hands-on position which serves as a member of the management team.

Duties and Responsibilities:

1. Recruits, hires, trains, develops, schedules and directs maintenance/housekeeping staff for the association. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals. Models relationship building skills in all interactions.
2. Help approve payroll for staff
3. Manages the daily activities of the different sites to include appropriate cleaning of all offices, bathrooms, program areas, pool areas, and other public spaces
4. Ensure sanitation of facilities abide by new COVID-19 requirement
5. Knowledge of OSHA and safety standards within the housekeeping department
6. Orders supplies as needed and maintains safe and appropriate storage.
7. Work with Vice President of Operations, Branch Executive, Regional Property Manager, and Facilities Committee to address facility and member concerns.
8. Help with sanitation needs throughout the organization, specifically at home branch which include wiping down counters, computers, office supplies, door knob/handles, handrails, lockers, elevator buttons, etc. if needed
9. Capability of working weekends and evenings if the need arises
10. Attend all required Association trainings and/or meetings.
11. Create a safe work environment thereby reducing the number of injuries and incidents.
12. Assist in the Annual Campaign as needed
13. Other duties as assigned

Salary: \$13-14/hr; part-time work schedule with a maximum of 28 hours a week

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Paid YMCA risk required trainings

Job Requirements:

- Must be at least 18 years of age
- Minimum high school diploma
- Three years or more of experience in operations and maintenance of mechanical, structural, plumbing and electrical systems.
- Working knowledge of general maintenance, facility upkeep, repair and cleaning.
- Excellent interpersonal communication skills.
- Able to work with individuals from diverse backgrounds.
- Ability to cope with stress and demonstrate appropriate professional reaction to other's behaviors
- Completion of YMCA trainings within a required time frame. Trainings include:
 - CPR/AED, First Aid
 - Child Sexual Abuse
 - Harassment
 - Hazard
 - Slips, Trips, and Falls
 - Blood Borne Pathogens

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

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.

Include: Resume and three references

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