



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING

### Preschool Housekeeper

**General Function:** Properly and thoroughly accomplish the cleaning of the YMCA Day Care Center

**Duties & Responsibilities:**

- Complete all custodial duties outlined by their supervisor in a conscientious and timely manner.
- Help with sanitation needs throughout the center which include wiping down counters, furniture, computers, classroom supplies, door knob/handles, toys, etc. if needed
- Models relationship-building skills (including Listen First) in all interactions.
- Advise Center Program Director 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.
- Attend all staff meetings.
- Complete all required YMCA trainings within the time allotted.
- Adheres to YMCA dress code.
- Other duties as assigned

**Salary:** \$11-12/part-time Hourly (Non-exempt)

**Hours:** Option of early morning or evening; 15-20hrs per week

**Benefits:**

- Work Monday through Friday, no weekend hours (unless training is required)
- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 13% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked

**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.

**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 30 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.

**Contact:** Amy Stearns, Director of HR & Risk, [careers@lansingymca.org](mailto:careers@lansingymca.org)