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## YMCA OF LANSING JOB POSTING

### Housekeeping/General Maintenance

**General Function:** The **Housekeeping/General Maintenance staff** are required to properly and thoroughly clean the YMCA facility and potentially perform light building maintenance and repair. This is a seasonal position with most hours from April through October. May include weekends, evenings, and some holidays. A flexible schedule is available for those attending school.

#### **Position Responsibilities:**

- Complete all facility custodial duties outlined by the Supervisor.
- Complete custodial duties in a conscientious, timely manner, within the allotted time scheduled by the supervisor.
- Model relationship building skills in all interactions.
- Advises management on custodial issues and projects as requested.
- Ensure that all custodial equipment is maintained and properly operated in accordance with the policies and procedures of the YMCA and industry best practices.
- Attend staff meetings.
- Complete all required YMCA training within the time allotted.
- Engage with all members, participants, and parents to build strong relationships towards the advancement of the Y.
- Adhere to policies related to boundaries with minors as well as procedures related to managing high-risk activities and supervising minors.
- Abide by all risk related reporting and policy requirements for child abuse prevention including but not limited to: reporting suspicious and inappropriate behavior, following mandated reporting requirements, and ensuring on-going supervision is occurring with minors.
- Performs all other duties as assigned.

#### **Job Requirements:**

- Must be at least 18 years of age.
- High school diploma or general equivalency diploma (GED).
- Preferred three or more years of experience in a custodial or closely related field.
- Working knowledge of custodial-related areas.
- Ability to respond to safety and emergency situations.
- Complete all required Y training within the time frame requested.
- Must have residency near Mystic Lake Camp – located in Lake, Michigan

#### **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:** seasonal work schedule, \$13.73-14.40/hr.

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