



## **GREATER JOHNSTOWN COMMUNITY YMCA**

### **CUSTODIAL JOB POSITION DESCRIPTION**

**Job Title:** Custodian/Maintenance Staff

**Department:** Maintenance

**Supervisor:** Project Manager, Chief Executive Officer

**FLSA Status:** Part Time

**Location:** Greater Johnstown Community YMCA

**Time:** 10 - 20 hrs/week

**Salary Range:** \$10 /hour

#### **Guiding Principles for All Staff:**

*YMCA Mission:* To put Christian Principles into practice through programs that build a healthy spirit, mind, and body for all.

*YMCA Cause:* To strengthen the foundations of community through the areas of focus of youth development, healthy living, and social responsibility.

*YMCA Character Development:* The core values that guide the YMCA in fulfilling the mission and goals are: Caring, Honesty, Respect, and Responsibility.

#### **Position Summary:**

The custodial/maintenance staff supports the Y, a leading nonprofit organization committed to strengthening communities through youth development, healthy living, and social responsibility. The Greater Johnstown Community YMCA intentionally fosters a cause-centered culture that is welcoming, hopeful, nurturing, and determined while also overseeing the cleanliness, maintenance, and improvements of the YMCA facility and its equipment.

#### **Essential Functions:**

- Assist in the day-to-day custodial needs based on the needs of that day
- Perform various duties, including vacuuming and maintaining entrances, locker rooms, hallways, and rooms and offices throughout the facility.
- Report items that need repair.
- Performs sidewalk/exterior clean-up.
- Dispose of trash.

- Set up for events.
- Perform preventative maintenance as needed.
- Create a nurturing and safe environment by reporting suspicious activity that may lead to child abuse or violate the code of conduct.
- Keep supplies organized, maintain and clean the facility, and care for equipment.
- Assist in opening or closing the facility.
- Must have the ability to use equipment and chemicals in a prescribed manner, including reading labels, SDS information sheets, and instructions.
- Positive communication with members and guests within the facility.
- Other duties as assigned by supervisors.
- Follow mandated abuse reporting requirements.
- Attend safety training and department meetings as assigned.

### **Qualifications:**

- Must be at least 18 years old.
- Six months or more of related experience preferred.
- The ability to communicate and get along with people of diverse backgrounds is required.
- CPR/First Aid Certification preferred.

