



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: Janitor/Custodian

Reports To: Associate Executive Director & Property Director

FLSA: Non-exempt – Full-time

Work Location: Manlius YMCA

Work Schedule: Two Openings:

1. Tuesday – Saturday; 12pm to 8:30pm (Saturday's during the summer are 10:30am to 7pm)
 2. Sunday – Thursday; 8:30am to 5:00pm
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A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Associate Executive Director and the Property Director, the Custodian will serve on the property staff as a team member who strives for the highest standard of safety, cleanliness, sanitation, organization, and attractiveness of the YMCA buildings and grounds. The incumbent must be able to clean the women's/men's locker rooms during hours of operation and in accordance with the standards of the YMCA of Greater Syracuse. The incumbent is a team player who accepts and demonstrates the YMCA mission and core values of caring, honest, respect and responsibility.

YMCA Maintenance Department Quality Service Theme:

Facility oriented team that provides knowledgeable, friendly, core-valued proactive service to all. As professionals, we are committed to safety, cleanliness and top-notch facilities functions.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Follow and complete daily housekeeping work schedule in all assigned areas including;
- Performs preventive maintenance, repair and cleaning of the fitness equipment and other equipment when assigned.
- Perform floor care and cleaning including vacuuming, sweeping, mopping, and stairs and baseboard scrubbing.
- Perform window, wall, blind, shade and door care and cleaning.
- Perform ceiling care including vent cleaning, and light fixture and bulb repair and replacement.
- Perform restroom and locker room cleaning and sanitation including showers, partitions, toilets, urinals, sinks, counters and lockers in the men's and women's locker room and bathrooms.
- Perform trash removal.
- Perform counter, table, desk and chair care and cleaning.
- Perform snack area cleaning.
- Maintain and clean YMCA grounds, parking lots, and sidewalk including trash removal, grass cutting, minor tree cutting, snow removal and ice-melt application.
- Assist with set up and clean up of rooms for special events, including carrying and lifting chairs and tables.
- Assist in the training of other property staff in this job description.
- Attend all scheduled staff meetings, required trainings and workshops, etc.
- Depending upon availability substitute for other Property Management staff.
- Other duties as assigned by Supervisor.

Experience and Education:

- High School Diploma or equivalent.
- Prior experience in custodial work preferred, but not necessary.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to initial position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must hold CPR, AED, and First Aid certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete YMCA Child Abuse Prevention, Listen First, Quality Service trainings within 90-days of employment.

Qualifications:

- Knowledge of modern janitorial methods, safety practices, materials and equipment, including the safe use of commercial waxing and buffing machines and other various equipment, detergents, soaps, waxes and cleaning compounds.
- Must be able to work in restricted male or female only areas such as restrooms, locker rooms and showers during operating hours.
- Excellent work ethic, human relation skills and communication skills.
- Read and interpret documents and labels such as YMCA policies and procedures, safety rules and chemicals.
- Ability to follow written and oral instructions.
- Perform math calculations, i.e., add, subtract, multiply and divide in all units of measure, using whole numbers and common fractions to calculate correct cleaning chemical measurements and event setups.
- Solve problems, situations and or complaints from members, program participants, parents and staff members.
- Complete assigned work with minimal supervision.
- Work independently as well as within a team of the Property Management, volunteers and YMCA staff.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Physical Demands:

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking hearing and visual acuity. Must be able to stand or sit for extended periods and not become distracted. Capable to lift and carry up to 50 pounds.

Work Environment:

Duties are performed primarily indoors; occasionally exposed to wet and/or humid conditions in swimming pool areas, or shower areas, occasionally exposed to outdoor conditions, frequently exposed to cleaning chemicals/products, the noise level in the work environment is moderate to above average.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

All interested candidates should respond to Lesley Wilcox, Associate Executive Director at (315) 692-4777, ext. 203 or email their completed application to lwilcox@syracuseymca.org or Suzanne LeRoy, Director of Human Resources at (315) 474-6851, ext. 311 or email their completed application to sleroy@syracuseymca.org, no later than April 21, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.