



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: Janitorial Team Leader

FLSA: Non-exempt – Full-time

Work Schedule: Tuesday – Saturday from 7:30am to 4:00pm

Reports To: Property Director

Work Location: East Area Family YMCA

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, health 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 Property Director, the Janitorial Team Leader 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 will be required to perform the routine janitorial duties as well as oversee and lead the day-to-day duties of the custodial staff. Assists in assigning, directing and reviewing the work of the custodial staff, and with coordinating special cleaning jobs. 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.
- Performs preventive maintenance and cleaning of the fitness equipment and maintenance department equipment.
- Perform floor care and cleaning including stripping, waxing, buffing, vacuuming, sweeping, mopping of floors 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/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.
- Perform daily pool maintenance operations.
- Assist with set up and cleanup 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.
- If applicable, must be available to work the weekend on-call rotation.
- Other duties as assigned.

Supervisory Responsibilities:

- Oversee and lead the work of custodians, to include; supervising, assigning and directing work, and ensuring completion of tasks.
- Ensure staff have the proper equipment and supplies to perform their daily tasks.
- Ensure staff are in their required areas during their work shifts.
- Ensure staff follow the policies/procedures and standards set by the Association and/or Department.
- Ensure staff are properly following all safety polices and PPE are followed and worn when applicable.
- Modify all cleaning schedules as the branch grows, and adjust as needed.
- Orders and maintains appropriate levels of janitorial supplies, keeping necessary records in accordance with established procedures.

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- Develops strategies to motivate staff to achieve department and branch goals. Foster a positive work environment with a focus on teamwork. Assists the Property Director with annual reviews on custodial staff.
- Address complaints and recommend solutions to the Property Director.
- Report to the Property Director on facility concerns, to include any staff disciplinary concerns.
- Act as the main point of contact with the department staff in the building.

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 initial assignment to position.
- Must hold CPR, AED, and (First Aid may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must complete Listen First and Youth Protection training within 90-days of employment.
- Possess a certification as a Certified Pool Operator or obtain certification within first 18-months 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.
- Possess a valid Driver's License, must be able to commute between locations if necessary.
- Excellent work ethic, human relation skills and communication skills.
- Ability to develop positive working relationships with vendors and contractors.
- 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.
- Must be familiar with Microsoft Office software programs (Word, Excel, etc.) and previous experience with database software programs.
- Knowledge of creating and analyzing monthly budget reports and analyzing graph trends for pool maintenance and chemistry within the first 18-months of employment.
- 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. Will need to lift and carry up to 50 pounds at certain times.

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:

Interested candidates should respond to Jade McClallen, Property Director at (315) 637-2025, ext. 219 or email their application to jmclallen@syracuseymca.org or Suzanne LeRoy, Director of Human Resources at (315) 474-6851, ext. 311 or email their application sleroy@syracuseymca.org, no later than May 30, 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.