



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**YMCA of Greater Syracuse
Job Posting**

Job Title: Residence Housekeeping Staff
FLSA: Non-exempt – Full-time
Work Schedule: Sunday – Thursday; 7:30a.m. to 4:00p.m.

Reports To: Corporate Facilities Director
Work Location: Downtown 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, 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 Corporate Facilities Director, the Residence Housekeeper performs a variety of general housekeeping duties involved in the care and cleaning of the Downtown Syracuse YMCA's Mens' SRO, consisting of 99 single room units and common areas. The incumbent will strive to meet the highest standard of safety, cleanliness, organization and overall attractiveness of the YMCA residence quarters.

Essential Duties and Responsibilities:

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

- Sweep, mop and wax floors.
- Clean windows, window frames and sills.
- Clean and maintain bathrooms in a sanitary condition.
- Clean water fountains and lobby phone.
- Detail ledges, railings, baseboards in assigned rooms and hallways.
- Pick up trash, empty wastebaskets and garbage container; and remove all trash to area for disposal.
- Replenish paper product holders.
- Performs administrative tasks, such as, inventory of supplies, write-up work orders for repairs and write-up infractions for rule violations for residents.
- Attends scheduled staff meetings, required trainings and workshops as required.
- Other duties as assigned by the Corporate Facilities Director.

Experience and Education:

- High School Diploma or equivalent.
- Minimum six months of work related experience.

Qualifications:

- Work requires the ability to read, understand and follow written procedures and instructions such as, YMCA policies and procedures, safety rules, directions on cleaning supplies and various chemicals.
- Ability to safely and effectively operate various types of cleaning tools and equipment.
- Ability to pull, push, grasp, bend, twist and lift up to 25 pounds.
- Possess good organizational skills.
- Exercise good judgment and discernment.
- Good oral and written skills, as well as the ability to build and maintain positive working relationships with Residents, Directors and Staff.
- Demonstrates the ability to work successfully independently or as part of a team with minimal supervision.
- Ability to multitask in an environment with many distractions is a must.
- Perform basic mathematical computations such as; addition, subtraction, multiplication and division using whole numbers and common fractions, to calculate correct cleaning and chemical measurements.
- Ability to analyze and solve problem situations and/or complaints from residents and relay such issues onto the Director.
- Ability to work under adverse working conditions.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to initial position.
- Must complete online Hazard Communications training within the first 90-days of employment.
- Must complete Listen First and Child Abuse Prevention trainings within 90-days of employment.

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.

Effective Return on Investment:

YMCA Residence Quarters will be kept at the highest standard of cleanliness and attractiveness.

Physical Demands:

Ability to frequently stand, walk, talk, hear; use hands and fingers to handle or feel; reach with hands and arms, stoop, kneel, crouch, bend, sit, ability to lift and/or move up to 25 pounds, climb and/or balance on a ladder and climb a minimum of two flights of stairs multiple times per day. Repetitive motions for an extended duration of time. Specific vision abilities require close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Frequent exposure to cleaning chemicals. Mostly indoor working conditions. Occasionally exposed to wet, humid conditions in the swimming pool areas and/or adverse working conditions.

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 Steve Lesko, Corporate Facility Director at (315) 474-6851, ext. 312 or email their application to slesko@syracuseymca.org or Suzanne LeRoy, Director Human Resources at (315) 474-6851, ext. 311 or email their application to 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.