



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Custodian**

Department: Maintenance

Reports To: Director of facilities, Head Custodian

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### POSITION SUMMARY:

Under the direction of the Director of Facilities and the Head Custodian, lead and participate in a variety of custodial activities to assure buildings and adjacent grounds are maintained in a clean, orderly, safe, sanitary and secure condition.

### ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment.
2. Records and reports all needed repairs; repairs as directed.
3. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
4. Clean assigned spaces according to Master Custodial Handbook and maintain them at a level of 3 or greater as dictated by the "STANDARDS FOR CLEAN SPACES."
5. Completion of work orders as assigned within a timely manner
6. Set up and break down after for special events and other duties as assigned.

### PHYSICAL DEMANDS

1. Sufficient physical strength and agility to carry out essential duties.
2. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to paint, clean equipment, and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

### YMCA COMPETENCIES: (Leader):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; communicates effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

*I have read and understand the duties and responsibilities of the Custodian position and agree to abide by the spirit and intent of the job description.*

\_\_\_\_\_  
Staff Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Facilities

\_\_\_\_\_  
Date