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YMCA OF LANSING JOB POSTING

Evening & Weekend Housekeeping Supervisor

General Function: During the evening hours and weekends, incumbent will clean and sanitize assigned areas at the Westside Branch, including such duties as mopping, dusting, and trash removal, building and grounds work as assigned by supervisor. May complete duties related to window washing, meeting set up, snow removal, general cleaning, maintaining building and grounds cleanliness, and other related responsibilities. This is a hands-on position with additional supervisory responsibilities to the night time crew within the department while also being accountable to the District Executive Director.

Job Requirements:

- Minimum age of 18 years
- High School Diploma or GED
- Six months or more experience in a custodial or closely related field
- Be available to work between the hours of 4pm-Midnight as scheduled 7 nights a week
- Some supervisor experience
- Working knowledge of custodial-related areas including but not limited to cleaning methods and equipment
- Outgoing, friendly, and enthusiastic personality
- Ability to respond to safety and emergency situations
- Must complete all required YMCA trainings in the expected timeframe

Position Responsibilities:

1. Hire, train and supervise night & weekend maintenance staff.
2. Ensure the branch is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned areas and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning – all facility custodial duties as outlined by the District Executive.
3. Completes custodial duties in a conscientious, timely manner, within the allotted time scheduled by supervisor.
4. Models relationship-building skills (including Listen First) in all interactions.
5. Advises management on custodial issues and projects as requested.
6. Ensures that all custodial equipment is maintained and properly operated in accordance with the policies and procedures of the YMCA. Report and record all needed repairs or assist in repairs if directed.
7. Ensure YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
8. Attend all staff meetings.
9. Complete all required YMCA trainings within the time allotted.
10. Adheres to YMCA dress code.
11. Engage with all members, participants, and parents to build strong relationship towards the advancement of the Y
12. Assist in the Annual Campaign as needed
13. Other duties as assigned

Physical Demands

While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, communicate and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: part-time work schedule with a max of 25 to 28 hours a week, \$11-\$13/hr.

Resumes until: October 27, 2017

Include: Cover letter, resume, three references

Contact: Amy Stearns, Director of HR & Risk, careers@ymcaoflansing.org