



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

General Maintenance/Housekeeping

General Function: Properly and thoroughly accomplish the cleaning of the YMCA facility as well as light building maintenance and repair.

Job Requirements:

- High School Diploma or GED.
- Three or more years' experience in a custodial or closely related field.
- Working knowledge of custodial-related areas.
- Complete all required YMCA trainings when needed.
- Ability to respond to safety and emergency situations.

Position Responsibilities:

- Complete all facility custodial duties outlined by the Facilities Director.
- Completes custodial duties in a conscientious, timely manner, within the allotted time scheduled by supervisor.
- Models relationship-building skills (including Listen First) in all interactions.
- Actively participates in the YMCA's annual fundraising campaign.
- Advises management on custodial issues and projects as requested.
- Ensures that all custodial equipment is maintained and properly operated in accordance with the policies and procedures of the YMCA.
- Attend all staff meetings.
- Complete all required YMCA trainings within the time allotted.
- Adheres to YMCA dress code.
- Engage with all members, participants, and parents to build strong relationship towards the advancement of the Y
- Assist in the Annual Campaign as needed
- 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: flexible, part-time work schedule with a max of 28 hours a week; \$9.00 to \$11.00 per hour (pay based on location)

Contact: Amy Stearns, Accounting & Human Resource Director, careers@ymcaoflansing.org