



Job Title: Custodial/Grounds keeper

Prepared By: Special Projects/Facilities Director

Department: Facility Maintenance

Prepared Date: 1/12/23

Reports To: Maintenance/Facility Director

Approved By: Executive Director

Compensation: \$15-\$17/hr (15-20 hrs/week)

Approved Date:

GENERAL DESCRIPTION

Responsible for indoor/outdoor custodial duties as well as grounds maintenance of YMCA properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for indoor/outdoor custodial duties as well as grounds maintenance of YMCA properties.
- Responsibilities related to preparing fields for sports play and program use.
- Responsible for mowing the grass and maintaining landscaping in various areas of the YMCA Soccer Fields, YMCA facility, Y-Annex and Apple Cellar.
- Work on special projects throughout the facilities.
- Maintain a detailed written time log of work completed.
- Maintain a professional attitude and manner at all points of contact with the public.
- Follow and enforces all YMCA rules, policies, goals and philosophies.
- Perform other duties as assigned.

QUALIFICATIONS

- Must possess interpersonal and verbal communication skills, analytical and problem solving skills, and a friendly and positive personality.
 - Must be versatile, flexible, and able to work in a constantly changing environment and follow directions as given.
 - Must be able to work independently as well as part of a team.
 - Performs general janitorial/grounds keeping duties including, but not limited to: Cleaning, dusting, mopping, vacuuming, laundry, trash removal, scrubbing, operating machines and equipment, window and mirror cleaning, mowing, weed-wacking, and other general landscaping duties.
 - Follows proper cleaning procedures and work in a safe manner
 - Must successfully pass a criminal background check.
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Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

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 to perform essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, or sit, use hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/ or move up to 25 pounds and frequently lift and/ or move up to 75 pounds. The position also requires driving a lawn mower and loading and unloading equipment and supplies.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.
