

## **Lock Haven YMCA Job Description**

**Job Title:** Part-time Custodian  
**Reports To:** Lock Haven YMCA Property Manager  
**Employment Status:** Non-Exempt, Hourly Position, 15-25 hours per week, Flexible schedule

### **SUMMARY**

Under the guidance of the Property Manager, the part-time custodian will be responsible for maintaining the main YMCA in an acceptable cleanliness and assist staff with facility needs.

### **DUTIES AND RESPONSIBILITIES**

1. Sweeps, mops, wax/polishes floors, and cleans hallways, classrooms, laboratories, shops, and locker rooms.
2. Replenishes laboratory supplies.
3. Empties wastebaskets, removes trash and empties recycling containers.
4. Assists staff with moving tables, chairs and equipment.
5. Repairs and makes adjustments in laboratories, classrooms, and fitness rooms.
6. Assists in setting up and preparing for events.
7. Other duties as assigned.

### **QUALIFICATIONS AND JOB SKILLS**

Successful applicant will possess experience with methods, equipment, and chemicals used in custodial work; custodial cleaning process, and procedures. The position requires effective communication and interpersonal skills, knowledge/use of custodial systems to track work orders, use of two-way radios for communication, and ability to operate and care for custodial equipment and supplies, to observe safety requirements, to practice safe work practices and methods, to perform work involving regular physical activity, to follow verbal and written instructions to ensure safety, and to establish and maintain cooperative working relationships with staff, volunteers, and members.

### **EDUCATION AND EXPERIENCE**

1. Having a high school diploma.
2. At least one year experience relating to custodial duties preferred.

### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

1. Have, or be in the process of obtaining, child abuse clearance / criminal background check.
2. Willingness to obtain various online safety trainings required by the YMCA (free or paid by YMCA).
3. Incumbent must have a valid PA Driver's License.

### **PHYSICAL DEMANDS**

Must be able to move up to 40 lbs. and be able to use cleaning chemicals frequently; may be required to wear distinctive work clothing provided by the YMCA if required. Must be able and willing to work at 2<sup>nd</sup> branch location on Susquehanna Avenue on as needed basis.

### **SELF MOTIVATION**

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess the ability to determine the custodial needs and priorities of the building in the absence of the Property Manager.