



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Custodian – Huntington YMCA

POSITION DESCRIPTION:

Under the supervision of the Facilities Director, the Custodian/Porter is responsible for ensuring cleanliness and overall maintenance of the facility. This would include completing assigned maintenance, ensuring cleanliness of facility, maintaining equipment, and supporting staff as assigned or needed. The Custodian/Porter has a direct effect on the efficient operation of the facility. This person will provide a healthy, safe and clean environment for all members and staff and will display the values of Caring, Honesty, Respect and Responsibility.

ESSENTIAL FUNCTIONS:

1. Provide friendly and courteous service to all staff, volunteers and families.
2. Assist in ensuring programs, staff and patrons maintain hygiene habits/practices in accordance with Branch, Association and CDC guidelines.
3. Ensure all housekeeping requests are immediately addressed personally and provide follow-up to ensure task was completed.
4. Inspect all areas of facility on a daily basis and immediately address all housekeeping issues. Perform cleaning tasks as needed. Review with Supervisor.
5. Under direction of the Facilities Director perform various housekeeping duties throughout facility. Prioritize all tasks via department requests, depending on urgency, for the day.
6. Contribute to a positive work environment by illustrating pride in job, enthusiasm and cooperation with co-workers.
7. Keep housekeeping logs on all assigned areas.
8. Make continuous rounds on an hourly basis, during work shift, throughout all areas of the building to visibility and availability to members and staff in all parts of the facility.
9. Ensure that assigned cleaning areas of the building meet the highest standards. Communicate issues and any changes or concerns directly to Facilities Director.
10. Maintain all equipment related to position; ensure conservation of resources.

QUALIFICATIONS:

1. High School Diploma required.
2. Minimum of 3 years of related experience.
3. Must have a valid NY State driver's license and clean record.
4. Must be available to work evenings and weekends.

PHYSICAL REQUIREMENTS:

1. 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 with disabilities to perform the essential functions.
2. Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of outdoor/indoor settings.

HOW TO APPLY:

For immediate consideration, please email a resume and/or a cover letter indicating your interest and qualifications to garrett.scalza@ymcali.org