



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB TITLE: Housekeeping

JOB CATEGORY: Part Time Hourly

DEPARTMENT: Maintenance

REPORTS TO: Building & Grounds Director

SUPERVISES: Community Service

It is the policy of the PAV YMCA that employment decisions shall be based on merit, qualifications, and competence. Except where required by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, ancestry, physical or mental disability, medical condition, marital status, pregnancy, childbirth or related medical condition or any other characteristic protected by law.

FUNCTION:

Under the direction of the Building & Grounds Director, the Housekeeper ensures the cleanliness of the entire building & grounds. This position also recognizes any safety or maintenance issues and fixes or reports immediately. This position supervises Community Service workers.

QUALIFICATIONS:

- Must be at least 18 years old
- Must have general knowledge and skills on cleaning products and equipment
- Must be able to climb, bend and lift up to 30 lbs.

CERTIFICATIONS:

- New Employee Orientation (must obtain within 90 days of employment)
- Department Specific Safety Trainings (must obtain within 90 days of employment)

*It is the responsibility of the employee to obtain and maintain all certifications required to perform this position, in accordance with PAV YMCA guidelines



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RESPONSIBILITIES:

- Meet or exceed customers satisfaction at all times
- Make sure all housekeeping duties are being done on daily/weekly/monthly basis (Follow assigned duty list), and make sure the entire building and grounds is clean, safe, and secure at all times. Duties also include cleaning of snow or debris from all sidewalks
- Check with Building & Grounds Director for special assignments
- Check daily room schedule to set up and take down equipment as needed
- Need to inform Building & Grounds Director of any uncompleted assignments or any supplies needed
- Must have ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms
- Must have ability to work in conditions that will create dirt and dust
- May need to supervised and work with Community Service workers
- May work days, evenings and weekends
- May be required to cover the shift of absent staff
- Must be a team player
- Create and ensure safe and welcoming environment, immediately report any problems or concerns
- Ability to enforce policies, problem solve and handle emergency situations
- Ability to assist and communicate with all populations of people regardless of race, age, and special needs
- Demonstrate the YMCA core values of Caring, Honesty, Respect and Responsibility
- Attend trainings when appropriate
- Support YMCA special events, signature events, and campaigns
- Perform all tasks to the best of your ability and with a positive attitude
- Other duties assigned by the Building & Grounds Director, *and/or* Executive Director

Read and agreed upon by:

Staff Name: _____

Supervisor Name: _____

Staff Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____