



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

RIVER VALLEY REGIONAL YMCA JANITORIAL LEAD JOB DESCRIPTION

Job Title: **Part-Time Janitorial Lead**

FLSA Status: **Non-Exempt**

Reports to: Wellness Director and/or Branch Executive

\$12/hour, 30 hours per week with hours variable

POSITION SUMMARY:

Performs general cleaning in maintaining building, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

The YMCA is looking to hire an enthusiastic, creative, loving and reliable staff member who can share in the YMCA values of honesty, respect, responsibility and caring. Some benefits included in this position are a 50% reduction on program fees, retirement plans and a free adult membership.

This position supports the work of the YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Janitorial Staff Team at the RVR YMCA create a safe, clean and positive atmosphere that welcomes and respects all individuals in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive and clean by leading janitorial team in their assigned duties, ensuring all duties listed on their daily schedules are complete, and maintaining upkeep of assigned areas and equipment. When completing own duties may perform wet and dust mopping, dusting, trash removal, recycling, window washing, vacuuming, and general cleaning. May perform or schedule seasonal activities dealing with lawn care and snow removal.
2. Operates related motorized and non-motorized equipment.
3. Records and reports all needed repairs to Maintenance Lead. Ability to help Maintenance Lead with minor repairs.
4. Ensures YMCA building and property is secure and report incidents and hazardous conditions to supervisor.
5. Hire and train Janitorial Staff, and reassign duties or arrange for substitutes if a team member is absent.
6. Other duties as assigned.

QUALIFICATIONS:

1. Experience in general cleaning required, experience in leading a team preferred.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests, as well as order requested parts, and schedule service as needed.
4. Knowledge of cleaning methods and equipment, as well as the upkeep and care of equipment.
5. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

PHYSICAL DEMANDS

1. Sufficient physical strength and agility to carry out essential duties.
2. Ability to erect and stand on ladders and platforms at heights up to 10 feet.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms, as well as conditions that will create dirt and dust.
4. Ability to clean equipment, and operate motorized equipment as needed.

The Y: We're for youth development, healthy living, and social responsibility.