



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** Maintenance II/Custodian  
**LEVEL:** 5  
**SUPERVISOR:** Maintenance Director/Assistant Director  
**DATE:**

**JOB CODE:** 5050P/5040F  
**FLSA STATUS:** Non-Exempt  
**LOCATION:**

### POSITION PURPOSE

Under the direction of the Maintenance Director/Assistant Maintenance Director, the Maintenance II/Custodian is expected to ensure effective cleanliness of all assigned facilities/projects which include pools, grounds, special projects, general custodial maintenance and vehicles; clean walls, bathrooms, floors, equipment and other areas of the facilities; dispose of waste, sanitize facilities, bathrooms, equipment in accordance with procedures; assist with the set up and break down of equipment, maintenance and grounds; ensure a safe, clean and healthy environment and a positive member experience.

### ESSENTIAL FUNCTIONS

- Clean and sanitize walls, floors, furniture, equipment utilizing the proper supplies and in accordance with product label instructions. Vacuum, sweep, dust all areas, furniture, light fixtures and other equipment.
- Routinely monitor trash and dispose in accordance with procedures.
- Monitor supplies of toilet tissue, paper towels and soap. Clean and repair dispensers.
- Monitor and address detail maintenance and cleaning issues. Ensure walls, ceilings, corners, ledges and windows are clean.
- Assist in routine maintenance items such as replacement of light bulbs, painting, hanging pictures, minor repairs.
- Complete daily suggested general maintenance items and custodial services and daily set-ups.
- Set up and break down equipment as needed. Ensure all equipment for member programs is clean, sanitized and in good working order.
- Check chemical levels in pools, troubleshoot problems, maintain proper water balance, complete reports, requisition chemicals, backwash filters and repair/replace related equipment.
- Report any concerns to supervisor.
- Respond promptly to all emergency situations as well as maintain the safety of all members, program participants, guests and staff.
- Attend trainings as required.
- Maintain closets and shop areas in neat, organized and safe condition with all supplies and chemicals properly labeled.
- Wear proper uniform, nametag and maintain a neat, clean appearance.
- Maintain a positive image and demeanor and ensure member satisfaction.
- Perform other related duties as required.

### OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility

- A commitment to Diversity and Inclusion
- Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

**ENVIRONMENTAL CONDITIONS**

Exposure to wet and/or humidity, high levels of noise, exposure to weather, exposure to toxic or caustic chemicals

**PHYSICAL REQUIREMENTS**

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to climb ladders and scaffolding; ability to lift up to 50 lbs.; ability to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; ability to stoop, crouch, kneel, and crawl; ability to sit or stand for long periods of time; ability to clearly see at 20 inches or less and 20 feet or more ; ability to judge distances and spatial relationships so as to see objects where and as they actually are

**REQUIREMENTS**

- 18 years old with a high school or technical high school diploma, GED, or equivalent.
- Ability to operate cleaning equipment.
- Ability to read and write.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)
  - CPO Certification within 90 days

**OTHER**

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

**OUR MISSION**

To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_