



PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

JOB TITLE: Maintenance I/Custodian
LEVEL: 3
SUPERVISOR:
DATE:

JOB CODE: 5020P/5030F
FLSA STATUS: Non-Exempt
LOCATION:

POSITION PURPOSE

Under the direction of the Maintenance Supervisor/Director, ensure effective physical cleanliness of all assigned facilities. Perform routine cleaning as required. Inform management of any foreseeable problems with the facility. Perform any cleaning of the facility as required. Ensure excellent member service by addressing member concerns in a timely fashion and providing a clean and safe facility.

ESSENTIAL FUNCTIONS

- Perform cleaning tasks to ensure effective housekeeping of the facility/grounds as assigned and ensure members satisfaction.
- Perform routine housekeeping as per weekly schedule.
- Ensure all safety and risk management procedures are adhered to.
- Report unusual conditions to supervisor.
- Ensure proper supply levels of toilet tissue, paper towels, soap and any other services are provided.
- Report items needing repair to supervisor.
- Attend related training as required.
- Maintain shop areas in neat, organized and orderly fashion.
- Maintain a clean and neat appearance.
- Perform other related duties as assigned.

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

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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 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:

CARING	Showing a sincere concern for others.
HONESTY	Be truthful in what you say and do.
RESPECT	Follow the Golden Rule.
RESPONSIBILITY	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: _____