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**PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION**

**JOB TITLE:** Maintenance II/Custodian

**JOB CODE:** 5050P/5040F

**LEVEL:** 5

**SUPERVISOR:** Maintenance Director/Assistant Director

**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

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**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:

- **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: ________________