



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NAUGATUCK YMCA JOB DESCRIPTION

Job Title: **Custodian/Day Porter**

Reports to: **Maintenance Director**

FLSA Status: **Non-Exempt**

Revision Date: **6/3/2021**

Leadership Level: **Leader**

Primary Function/Department: **Maintenance**

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The **Custodian/Day Porter** at the Naugatuck YMCA is responsible for maintaining the overall cleanliness of the facility and surrounding grounds and set-up for activities. The custodian/ day porter is responsible to the facility director, but must be able to judge work and make changes as needed on a daily basis without the supervisor's presence.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

- knowledge around maintenance and cleaning.
- Positive attitude and willingness to work.
- Ability to work independently or with a team
- Some experience in maintenance and cleaning of a facility environment

ESSENTIAL FUNCTIONS:

1. Check and restock paper supplies as needed
2. Check and restock soap & shampoo supplies as needed
3. Clean all the mirrors
4. Dust off all the horizontal surfaces & edges
5. Check cleanliness of the restrooms- Spot clean as needed
6. Check cleanliness of floor surfaces (carpet/tile flooring) – Spot clean as needed
7. Check the exercise rooms for cleanliness- Spot clean as needed
8. Wipe all the exercising machines (from dust/sweat/dirt)
9. Spot clean Hallway floors & stairs as needed
10. Remove garbage with in Child Care wing – Spot clean as needed
11. Clean Bathrooms & remove trash at 270 Church Street
12. Assist & help maintenance personnel with cleaning tasks as needed

Employee Initials _____



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LEADERSHIP COMPETENCIES:

- Communication & Influence
- Inclusion
- Collaboration

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Job required in general a min of 4 hours of standing
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee frequently is required to sit and reach, and must be able to move around the environment.
- Physical activities associated with position may require; climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing and engaging in repetitive motions
- Physical demands may include exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Positions requires individual to have close visual acuity to perform all activities
- The employee must occasionally lift and/or move up to 50 pounds.
- Withstand constant and repeated exposure to nature's elements: rain, sun, snow, wind, cold and heat.
- Moderate exposure to infections. Subject to both indoor and outdoor conditions. Subject to noise levels that may require shouting to be heard. Subject to physical conditions that may pose hazardous situations. Subject to atmospheric conditions such gases, odors, fumes, etc.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's Date