

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
353 E. Michigan Ave.
Kalamazoo, MI 49007

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hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Position: Custodian/Maintenance
Department: Building & Facilities
Supervisor: Director of Buildings and Facilities
Compensation Range: \$15+, Support Staff Salary Scale
FLSA Status: Non-Exempt, Full-Time
Hours of Work: Monday – Friday; Flexible to program needs, Second Shift
Application: Send resume to hr@ywcakalamazoo.org

MISSION STATEMENT:

Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

PRIMARY FUNCTION: Responsible for keeping the interior and exterior of the YWCA building clean and in safe condition. Perform necessary repairs, and routine maintenance in main building and off-site buildings. May be requested to set up for special events or assist with moving furniture.

QUALIFICATIONS:

1. Skills and knowledge of cleaning, maintenance, general repair and chemical usage and safety.
2. One-year experience and/or equivalent training in a maintenance position.
3. Must be able to safely lift 60 pounds.
4. Demonstrated ability to work without direct supervision.
5. Demonstrated ability to work with people of diverse backgrounds.
6. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day.
7. Must have adequate transportation and valid driver's license to travel to office locations.
8. Able to perform basic skills on the computer and learn software that may be relevant to the position.
9. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Must adhere to established safety policies, procedures, and practices

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Proper cleaning chemical usage and safety
2. Vacuum as necessary
3. Empty trash and recycling, and replace liners as needed
4. Practices proper waste management techniques by placing hazardous waste in proper receptacles and storage areas
5. Capable of using and maintaining tools and equipment.
6. Clean interior building windows, door windows, etc. as necessary
7. Inform supervision when cleaning supplies are in need of restocking
8. Keep all paper towels, toilet seat covers, toilet paper and facial tissue stocked and available
9. May be required to complete simple maintenance functions (unclog toilets; mop up toilets that overflow, repair or change out broken fixtures, hang pictures, etc.)
10. Keep Maintenance and Tooling area clean and tidy when all other duties are complete

11. Clean work areas thoroughly each day at the end of the shift
12. Must be able to work outdoors to ensure safety (shovel walkways, salt icy walkways, rake leaves or other grounds functions)
13. Other duties as assigned
14. Comply with Association policy regarding required reporting of child abuse.
15. Safeguard confidential information gained.
16. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
17. Work cooperatively with program participants, YWCA staff and volunteers.

WORKING CONDITIONS AND ESSENTIAL FUNCTIONS:

1. YWCA location
2. Off-site location
3. Potential outdoor events
4. Sitting, standing, kneeling, bending, some lifting
5. Frequently required to stand
6. Frequently required to walk
7. Frequently required to sit
8. Continually required to utilize hand and finger dexterity
9. Frequently required to climb, balance, bend, stoop, kneel or crawl
10. Continually required to talk or hear
11. Occasionally required to taste or smell
12. Occasionally exposed to wet and/or humid conditions (non-weather)
13. Occasionally work near moving mechanical parts
14. Continually work in high, precarious places
15. Occasionally work around fumes, airborne particles, or toxic chemicals
16. Occasionally exposure to outside weather conditions
17. Occasionally exposure to extreme heat or cold (non-weather)
18. Occasionally Exposure to bloodborne and airborne pathogens or infectious materials
19. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate
20. The employee must occasionally lift and /or move more than __60__ pounds / frequently lift and/or move up to __60__ pounds / continually lift and/or move up to __40__ pounds
21. Specific vision abilities required by this job include: **(all)** Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
22. Additional remarks regarding work environment:
23. Specialized equipment, machines, or vehicles used: Personal Vehicles, PAT sitting mat. Laptop and work cell phone.

TRAINING REQUIREMENTS:

1. Orientation to YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. PAT training
3. Racial Justice Training
4. Orientation to Domestic Violence, Sexual Assault, Confidentiality, Mandatory Reporting.
5. Other appropriate training and in-service which will occur during employment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and

responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____