 

Northfield YMCA Job Description

Job Title: **General Maintenance Worker**

FLSA Status: Non-exempt Job Grade: 1

Status: P/T Revision Date: 4/04/2022

Reports to: Building and Maintenance Director

**POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The maintenance staff upholds and maintains a welcoming, clean, and safe environment for all members of all backgrounds and abilities.

**ESSENTIAL FUNCTIONS:**

1. Maintains the cleanliness of the Northfield Y; performs general cleaning duties such as sweeping and mopping floors, vacuuming, cleaning restrooms, washing windows, dusting counters, desks, and filing cabinets, emptying wastebaskets, and cleaning drinking fountains.
2. Restocks toilet paper, hand towels, soap, and trash bags; locks and unlocks doors.
3. Removes snow, ice and trash from around entryways to the building.
4. Utilizes various machines and equipment in the delivery of service, such as vacuum cleaner, floor scrubber, carpet shampooer, pressure washer, hand tools, and snow shovels.
5. Acts as a member of the staff team by setting up/taking down equipment for programs, meetings, special events, and other maintenance logistical needs.
6. Be alert to risk management and respond/repair to safety issues immediately.
7. Communicates repair needs out of the scope of their ability to the Building and Maintenance Director.
8. Works as a member of the staff team and interact with members, guests and other community leaders in a positive manner.
9. Attend all staff meetings as required.
10. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
11. Have a complete knowledge of all emergency procedures.
12. Assist Building and Maintenance Director as requested.
13. The applicant must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.
14. Ensures the proper operation of all mechanical systems and overall safety of the facilities, and grounds.

**YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. 16 years of age or above.
2. Able to clean and maintain building and grounds per the provided checklists.
3. Excellent communication skills, with the ability to communicate effectively with adults and youth.
4. CPR/AED, First Aid, Child Abuse Prevention, and Bloodborne Pathogens certifications (within 30 days of hire).

**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.
* Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.

**SIGNATURE:**

I have reviewed and understand this job description.

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Employee’s name Employee’s signature

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_