

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: **Night Cleaning Crew Member**

FLSA Status: Part Time – Non Exempt

Reports to: Facility Cleaning Coordinator

Revision Date: 5/20

POSITION SUMMARY: Works to assure the facility is maintained at the highest cleaning and sanitation standards. Cleans and sanitizes assigned areas, must learn all cleaning areas and assist other team members as need arises. Must be a self-starter that takes pride and satisfaction in a job well done.

ESSENTIAL FUNCTIONS:

1. Completes all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. Duties include, but are not limited to, cleaning and disinfecting all high touch surfaces including toilets, sinks, mirrors, door handles, drinking fountains etc., wet and dust mopping, dusting, trash removal, recycling, washing windows, vacuuming, seasonal activities which could include snow removal.
2. Operates necessary motorized and non-motorized equipment, cleaning machines and equipment,
3. Records and reports all needed equipment and facility repairs.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
5. Replaces soap, paper towels, toilet paper, hand sanitizer and other supplies.
6. May be involved with setting up and taking down event materials, tables, chairs etc.
7. Participate in staff meetings and/or related meetings.
8. Becomes familiar with YMCA safety program, including meetings, trainings and inspections. Becomes familiar with necessary program documentation for safe handling of cleaning products, PPE etc.
9. Must be able to work irregular work shifts to include evenings, nights and/or weekends.
10. Represent and promote the YMCA in the community and community events as needed; develop positive working relationships with YMCA staff of all departments.

CORE COMPETENCIES (ALL STAFF):

CUSTOMER SERVICE

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

MISSION ADVANCEMENT

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of

caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.

- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

TEAMWORK

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

OPERATIONAL EFFECTIVENESS/SAFETY

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

QUALIFICATIONS

1. Six months or more of related experience preferred.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests.
4. Knowledge of cleaning methods and equipment.
5. Basic understanding of the upkeep and care of equipment.
6. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

PHYSICAL DEMANDS

1. Sufficient physical strength and agility to carry out essential duties.
3. Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to clean and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching shoveling; carrying, working in narrow and/or confining spaces, overhead, and at ground level; twisting of the waist, shoulders, and legs.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____

Date: _____

Directors Signature: _____

Date: _____