



HOPKINS COUNTY FAMILY YMCA

JOB DESCRIPTION

TITLE:	Housekeeper	DEPARTMENT:	Housekeeping
HOURS:	25 hours/week	DIRECT SUPERVISOR:	Housekeeping Supervisor
DATE EFFECTIVE:	December 1, 2021		

POSITION SUMMARY: Under the supervision of the Housekeeping Supervisor, and consistent with the Christian Mission of the YMCA, Housekeeping staff is responsible for assisting members and other staff to consistently maintain a clean, sanitary, and attractive facility, including such duties as mopping, dusting, laundry, and trash removal. May complete duties related to window washing, meeting set up, pressure washing, snow removal, grounds keeping, and other related responsibilities.

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.

ESSENTIAL FUNCTIONS:

- Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform wet and dry mopping, dusting, trash removal, recycling, window washing, pool deck cleaning, pressure washing, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
- Develop and maintain positive relationships with other YMCA staff, members and guests.
- Operates related motorized and non-motorized cleaning equipment.
- Records and reports all needed repairs; repairs as directed.
- Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
- Replaces soap, paper towels, and other supplies.
- Maintains laundry (towels) to ensure consistent supply for members.
- May set up furniture for events.
- Other duties/tasks as determined by the Housekeeping Supervisor and/or other Director-level staff.
- Attend meetings as directed by Housekeeping Supervisor and/or Facilities Director.

QUALIFICATIONS:

- High energy and attention to detail.
- Ability to read and interpret instructions, procedures, manuals, and other documents.
- Ability to report and record maintenance requests.
- Knowledge of cleaning methods and equipment.
- Basic understanding of the upkeep and care of equipment.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.

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.

- Sufficient physical strength and agility to carry out essential duties.
- Ability to multi-task in a high demand, fast paced environment.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential cleaning maintenance to facility or equipment which may involve, but not limited to the following activities: semi-reaching to full-reach overhead; crouching; kneeling; shoveling; carrying; working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; lying on stomach and/or back; and stand for an extended period of time.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.