



## Janitor Job Description

**Position Title:** Janitor

**Reports To:** Facilities Director

**General Function:**

The person in this critical position is responsible for the cleanliness and maintenance of the YMCA facility and grounds as directed by the facilities director. Nighttime work schedule to be determined.

**Minimum Requirements:**

- Be at least 18 years of age.
- If a regularly member of the staff, must attend YMCA employee trainings.
- Pass the Washington State Patrol background clearance check.

**Areas of Responsibility:**

1. Spaces

- Kitchen
- Offices
- Hallways
- Locker rooms and restrooms
- Gymnasium
- Fitness Center
- Studio
- Racquetball Courts
- Multi-Purpose Room
- Art Room (Studio B)
- Y House

2. Specific Duties

- Duties include but are not limited to dusting, washing windows, vacuuming, sweeping, cleaning countertops and washing dishes, mopping floors, removing waste, cleaning bathrooms and wiping down equipment and furniture.

3. Landscaping

- Maintain the YMCA grounds in an attractive, well-kept appearance.

4. Special Projects

- Take on special projects as needed.

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make suggestions. Shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and for his/her work.

2. **Builds Community:** Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. **Provides A Quality Experience For Members, Participants, Internal Customers and Others:** Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. **Works Productively:** Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within agreed upon timeframes; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. **Uses Effective Personal Behaviors/Communicates Effectively:** Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

