



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Housekeeping**  
Leadership Level: Staff  
Status: P/T  
Reports to: Facility Manager

Pay Range: \$12.00 per hour  
FLSA Status: Non-Exempt  
Department: Facilities  
Revision Date: 11/18/2019

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### POSITION SUMMARY:

Under the direction of the Facility Manager, the housekeeping staff is responsible for general cleanliness, safety and appearance of the facility and property.

### 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 dust mopping, dusting, trash removal, recycling, window washing, pressure wash locker rooms and pool deck, vacuuming, clean and disinfect sinks, urinals, toilets, and mirrors in all areas/rooms.
- Operates related motorized and non-motorized 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.
- May set up furniture for events.
- Other duties/tasks as determined by the facility manager.
- Attend meetings as directed by the facility manager.
- Attend staff meetings, in-house training, and other center functions as requested by the Director.
- Other duties as assigned.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

### QUALIFICATIONS:

- Must be 18 years of age.
- High energy and attention to detail.
- Be able to positively interact with members, guests and fellow staff.
- Six months or more of related experience preferred.
- Ability to read and interpret instructions, procedures, manuals and other documents.
- Ability to report and record maintenance requests.
- Knowledge of cleaning methods and equipment.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Sufficient physical strength and agility to carry out essential duties.
- Ability to lift at least 30 pounds.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint; cleaning equipment; chemical compounds, solvents, cleaners and solutions in dry, liquid, powder, spray and aerosol forms.
- Ability to paint, clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- 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, kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.
- Ability to work in an environment with high noise levels.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_