

Kosciusko Community YMCA  
**JOB DESCRIPTION**

***Custodian***

Reporting Relationship: Property Manager

FLSA Type: Non-Exempt

*Mission Statement: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

**GENERAL FUNCTION**

Under the direction of the Property Manager, the Custodian is responsible for keeping the YMCA property clean, making simple repairs, and training new custodians.

**SPECIFIC FUNCTIONS**

- \_\_\_1. Sweeps, mops, dusts, clean windows and keeps bathrooms sanitary.
- \_\_\_2. Sets up rooms and arranges furniture.
- \_\_\_3. Collects and empties trash.
- \_\_\_4. Keeps outside grounds clean and may care for grass.
- \_\_\_5. Makes simple repairs such as changing filters, cleaning pool strainers, cleaning fan blades, replacing bags and belts on vacuum cleaners.
- \_\_\_6. Assists the Property Manager by training new custodians, running errands, and performing other minor tasks related to the completion of projects.
- \_\_\_7. Responds to emergency situations in accordance with YMCA policies and procedures. Completes incident and accident reports as required
- \_\_\_8. All other duties as required

**EDUCATION/ EXPERIENCE**

High School Diploma or equivalent.

One to three years of experience, knowledge in care of finished surfaces, basic mechanical aptitude, and moderated communication skills.

**CERTIFICATIONS**