



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## WINONA FAMILY YMCA – JOB DESCRIPTION

Job Title: Custodian

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Facilities Director

Revision Date: 4/23/25

Y Job Grade: 1

Pay Range: \$15-17.50

Benefits: Paid time off, YMCA membership, YMCA programs discount including camp and child care, Employee Assistance Program, retirement plans, Child Watch (limited hours), CPR certification

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### Summary/Objective

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Custodian is responsible for cleaning and sanitizing assigned areas, including duties such as mopping, dusting, and trash removal. May complete duties related to window washing, meeting set up, pool cleaning, 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 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.

### Qualifications

- Must be able to pass a background check.
- Must be at least 18 years of age
- CPR/First Aid Certification required within 30 days of hire.
- Six months or more of related experience preferred.
- Ability to read and interpret instructions, procedures, manuals, SDS and other documents.
- Ability to report and record maintenance requests.
- Basic understanding of the upkeep and care of equipment.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.

### General Essential Functions

1. Adhere to job safety practices and risk management protocols per the Employee Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
2. Perform excellent service to all members, staff, volunteers and guests.

3. Perform other related duties as assigned by your supervisor or other Leadership staff.

### **Role Specific Functions**

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment.
2. May perform wet and dry mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
3. Operates related motorized and non-motorized equipment.
4. Records and reports all needed repairs; repairs as directed.
5. Ensures YMCA building and property are secure during shifts and reports incidents and hazardous conditions to supervisor.
6. Replaces soap, paper towels, and other supplies.
7. May set up furniture for events.
8. Perform other related duties as assigned by your supervisor.

### **Physical Demands**

Ability to perform all physical aspects of the position including: walk, stand, bend, reach, lift, crouch, kneel, shovel, carry, work in narrow spaces, lying on stomach and/or back, use hands to manipulate objects, talk, hear and see. Ability to lift up to 50 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 work in conditions that will create dirt and dust. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_