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## PARKVIEW HUNTINGTON FAMILY YMCA

Job Title: **Housekeeper**

FLSA Status: Part Time to full-time available (5-40 hrs./wk.)

Reports to: C.O.O.

Dept. Code: 02

Wage: \$12-14/hr.

Revision Date: 01/9/2024

Multiple positions and various hours (early mornings, evenings, weekends) open. Starting pay is dependent on hours worked, experience, and performance. All positions include a YMCA membership and program discounts. Full-time positions include holiday pay, PTO, and retirement.

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### **POSITION SUMMARY:**

The Housekeeper will impact the community by performing high quality housekeeping services, ensuring that cleanliness, safety, and proper operation of facility systems are maintained in and around the YMCA properties.

### **ESSENTIAL FUNCTIONS:**

1. Perform general cleaning and custodial work, including floor care; vacuuming, sweeping, mopping. Emptying trash cans, dusting, cleaning windows, cleaning locker rooms, cleaning restrooms, laundry, operating battery-powered floor cleaners and other various housekeeping tasks.
2. Operate equipment properly and promptly report any problems.
3. Maintain a professional appearance, positive attitude, and manner reflective of YMCA standards.
4. Ability to comply with a part-time flexible schedule, which may include weekends, early mornings, evenings, and occasional holiday hours.
5. Reflect and uphold the mission and core values of the YMCA when dealing with YMCA and community members.
6. Must be highly self-motivated, professional, and be able to work independently.
7. Attend staff meetings and trainings as required.
8. Willingly perform other duties as assigned.

### **YMCA COMPETENCIES (Leader):**



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*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **PREFERRED QUALIFICATIONS:**

1. One year or more of related experience in building maintenance services.
2. Knowledge of cleaning products and equipment.
3. Ability to work independently without constant supervision.
4. Possesses mature judgment and sound decision-making.
5. Ability to respond to safety and emergency situations.
6. Ability to report and record maintenance items
7. Embody the mission, vision, and core values of the YMCA.
8. Effective communication skills, ability to relate to people of all ages and backgrounds.

#### **PHYSICAL DEMANDS**

1. Ability to physically perform all essential functions of the position.
2. Ability to lift and control a minimum of 50lbs.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to work various early or late hours.