



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CUSTODIAN

Job Title: **Custodian – FULL TIME**

FLSA Status: Non-Exempt

Job Code: 402

Job Grade: Level 1

Reports to: Executive Director

Closing Date: June 21, 2023

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### POSITION SUMMARY:

Clean and sanitize assigned areas, including such duties as mopping, dusting and trash removal. May complete duties related to window washing, meeting set up, building maintenance, grounds keeping and other responsibilities as assigned.

### ESSENTIAL FUNCTIONS:

1. Maintain cleanliness of facility and/or assigned areas.
2. Operate motorized and non-motorized equipment as needed to perform daily duties.
3. Record and report all needed repairs; repair as directed.
4. Ensure YMCA building and property is secure during shift and report incidents or hazardous conditions to supervisor.
5. Monitor supply inventory and report shortages to supervisor.
6. Attend all staff meetings and in-service training.

### YMCA COMPETENCIES (Leader):

***Mission Advancement:*** Accepts and demonstrates the Y's 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.

### **QUALIFICATIONS:**

1. Minimum age of 18
2. Six months or more of related experience, minor maintenance repairs preferred.
3. Knowledge of cleaning methods and equipment; understanding of cleaning compounds and chemical, and their safe efficient use.
4. Ability to maintain certification-level of physical and mental readiness.

### **PHYSICAL DEMANDS:**

1. Sufficient strength and agility to carry out essential duties.
2. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners and solution in dry, liquid, powder, spray and aerosol forms.
4. Ability to paint and operate motorized equipment as needed.
5. Ability to perform essential functions which may involve, but not limited to the following activities: semi-to-full reaching overhead; crouching; kneeling; shoveling; carrying; working in narrow or confined spaces: underground, overhead and at ground level; twisting of the waist, shoulders and legs; and lying on stomach or back.

### **HOURS:**

**Full Time:** Paid medical, dental, vision after 90 days of hire. Paid vacation and sick leave. Retirement contribution after two years of service or upon meeting YERDI eligibility requirements. Paid YMCA continuing education/ professional development course opportunities.

### **PAY RATE:**

\$12.50 - \$14.50 DOE

### **LOCATION:**

Saleeby Family Branch – Harnett County

### **TO APPLY:**

Submit cover letter, resume and YMCA job application to:

Michael Lembo  
107 Carletta Cagle Drive  
Cameron, NC 28326

Michael.lembo@ymcaofthesandhills.org

**No Phone Calls Please**