



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Superior Douglas County Family YMCA

Job Title: Housekeeping Coordinator  
FLSA Status: Non-Exempt  
Reports to: CEO  
01/23/2023 Leadership Level: Leader  
Maintenance

Date Prepared:  
Department:

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. As a YMCA Housekeeping Coordinator you are responsible in helping maintain a clean facility and assisting with program set up/take down of the facility.

### 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 genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **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.

### GENERAL RESPONSIBILITIES:

- Collect, wash and dry microfiber & cleaning towels.
- Assist program setup and take down of events.
- Emergency cleanup of all bodily fluids and spills using the proper procedures
- Deep Clean daycare
- Restock paper and soap products in restroom and locker rooms
- Wipe down table and chairs, stack chairs on table end of shift
- Collect garbage take to dumpster
- Vacuum, sweep, mop all floors
- Deep clean bathrooms and locker rooms
- Clean fitness center and studio
- Clean offices
- Scrub all floors
- Perform all duties that are listed on your specific job task list.
- Interacts appropriately with the members
- Perform other related duties as assigned by the CEO
- Ensures Y facility and property is secure during shift and report incidents and hazardous conditions.
- Follow all policies and procedures as set forth in the employee handbook, department handbook and the emergency response plan manual.
- Inventory, order, stock, and organize consumable items required for Housekeeping operations.

## **ESSENTIAL FUNCTIONS:**

- Perform excellent service to all members, staff, volunteers and guests.
- Build relationships by using names and initiating conversations with all members, staff, volunteers and guests.
- Communicate with supervisor, staff, members, guests, and volunteers in a clear, concise and positive manner while using Listen First skills.
- Understands, supports and is committed to the YMCA cause and our role in the community as a leader in Youth Development, Healthy Living and Social Responsibility.
- Understands, follows and demonstrates the Y Competencies listed below.
- Attend all required department meetings/trainings.
- Punch in and out for required shifts.
- Notify supervisor in advance when unable to work scheduled shift and finds own replacement.
- Be a Y ambassador by helping to promote the Y as a charitable organization.
- Work to ensure a diverse and inclusive culture at the Y.
- Perform all duties in a safe and professional manner in accordance with the established departmental practices and procedures.

## **QUALIFICATIONS:**

- CPR First Aid Certification within six months of hire. - Full time employees
- Ability to address and make solid decisions in emergency situations.
- Ability to read and interpret instructions, procedures, manuals, and other documents.
- Knowledge of cleaning methods and equipment.
- Basic understanding of the upkeep and care of equipment.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.

## **EQUIPMENT & APPLICATIONS:**

- Will be trained in all applicable sanitation equipment and safety guidelines with respect to related job requirements.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient physical strength and agility to carry out essential duties including: ability to stand, bend, stoop, twist, kneel, lift up to 50 pounds, climb ladders, push, pull, reach, scrub, mop, move tables and chairs, work on your feet for multiple hours at a time.
- Ability to work with, 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.
- The ability to use hands to handle or feel objects, tools or controls and reach with hands and arms.
- The ability to see, speak and hear members.
- The ability to work in an environment with a moderate noise level.
- The ability to work in an environment with moderate to substantial member presence to include close proximity to the public/members/staff/etc...

## LEADERSHIP COMPETENCIES:

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.