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STAUNTON-AUGUSTA FAMILY YMCA JOB DESCRIPTION

Job Title: **Custodial Supervisor**

Job Code: S-8

FLSA Status: Full-time, Exempt

Job Grade: \$32,500 - \$36,000 salary

Reports to: Maintenance Director

Revision Date: April 2019

POSITION SUMMARY:

Oversees the cleaning team at the Staunton-Augusta Family YMCA. An integral part of our successful Association, this position must manage a large rotating corps of part-time employees.

DUTIES & RESPONSIBILITIES:

1. Service to our members is a top priority.
2. Thorough knowledge of all facility cleaning procedures.
3. A hands on approach with strong leadership skills and the ability to successfully hire, train, guide and mentor staff.
4. Ensuring appropriate chemical safety and Occupational Health & Safety standards and practices are maintained.
5. Monitor labour costs and productivity output according to occupancy levels.
6. Monitoring room cleanliness standards through daily inspections.
7. Clean and maintain cleaning equipment and machines on a consistent schedule.
8. Excellent attention to detail with high levels of successful communication.
9. Excellent time management skills.
10. Excellent grooming and personal presentation.
11. Formulating and maintaining a rotating cleaning schedule involving part-time staff and volunteers.

The following points would be desirable to support your suitability to the role:

1. Have experience in Conflict Resolution and the willingness to use initiative and assist in solving problems and member complaints
2. Have the ability to work well under pressure
3. Have the ability to manage multiple tasks and think outside the square
4. First Aid/CPR Certificate (if not currently in possession of these certificates, it will be required within 30 days of hire)

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. Six months or more of related experience preferred.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests.
4. Knowledge of cleaning methods and equipment.
5. Basic understanding of the upkeep and care of equipment.
6. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

PHYSICAL DEMANDS

1. Sufficient physical 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 solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to paint, clean equipment, and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

SHIFT

The Custodial Supervisor works with the Cleaning Crew and as such works nights and weekends as part of their regular hours. Flexibility to be available to work all cleaning shifts is expected.