

## Job Description

<b>Job Title: Maintenance</b>	<b>Position Title: Janitor</b>
<b>Reports to: Sherri Tironi-Center Director And Guy Monroe-Maintenance Director</b>	<b>Weekly Hours: 20- 25 –Monday-Friday evenings 5-9 and occasional Saturday morning/day</b>

### **Position Overview:**

Under the direction of the Center Director, the Maintenance staff is responsible for the general cleanliness, safety and appearance of the facility.

**Principal Duties and Responsibilities (Essential Functions):** Janitorial Experience Necessary –strong ability to work independently-self starter-take initiative on special cleaning projects when necessary. English necessary-bi-lingual a plus. Pay range: \$11-\$14 hour contingent upon experience.

### **Classrooms**

Pick up area/ Sweep/ Vacuum/ Mop-scheduled buffing of classroom floors.  
Empty Garbage  
Clean Windows/ Window Sills/ Heaters/ Doors

### **Hallways**

Dust/ Sweep/ Vacuum/ Mop-scheduled buffing of hallway floors.

### **Boys/ Girls/ Staff Bathrooms**

Pick up area/ Sweep/ Vacuum/ Mop  
Clean and disinfect sinks, toilets, urinals, and mirrors  
Fill all paper and soap dispensers  
Wipe down bathroom stalls/ doors/ walls  
Dust heaters  
Empty garbage

### **Gymnasium**

Dust Mop/ Mop

### **Office Area**

Vacuum  
Empty Garbage  
Dust as needed

### **Outside grounds**

Empty trashcans-ensure that area around dumpster is clean  
Assist with groundskeeping-cutting grass, trash pickup, weed -whacking, shoveling during winter, side walk salting, etc

Requisition supplies needed for cleaning-store supplies neatly

Report any necessary repairs to the Center Director or Maintenance Director

Ensure that the Center building and Annex are secure by making sure all doors are locked.

Be alert to risk management: respond to and/or report safety issues immediately to Center Director or Maintenance Director.

Perform related duties as needed or required

### **Qualifications & Skills:**

Knowledge of Cleaning methods and equipment (handle a floor buffer)  
Attention to Detail  
Ability to follow directions

### **Janitorial Experience Necessary**

**Apply to: Member Service Desk YMCA of Middletown 81 Highland Avenue, Middletown, NY**  
**Complete application and leave to the attention of: Guy Monroe**  
**Applications accepted until: April 7th**