



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KEARNEY YMCA JOB DESCRIPTION

**Position:** Part-time Housekeeper  
**Reports to:** Facilities Manager  
**Department:** Housekeeping  
**Salary Range:** \$10.00 - \$13.00

### General Function:

The incumbent, under the direction of the Facility Operations Director and or Facility Assistant, is responsible for keeping the facility clean and ready for use by the members. You must be dependable and able to work by yourself. You will need to be here on time and work the shift assigned to you. You need to have a good eye for detail as to be able to spot dirt and clean it without being told. You must also be able to fill a mop bucket, use a mop, and be able to lift and dump the dirty water out of a mop bucket. You must have the ability to use a vacuum cleaner and push a janitor's cart.

### Know How:

This position requires a basic understanding of the nature of the YMCA as a membership organization, the programs associated with membership. This person must possess or be willing to gain knowledge to use the right chemicals and cleaning equipment necessary to do the job. This will require the ability to follow written and verbal orders. He or she must be willing to work with co-workers, and volunteers in the housekeeping department as well as staff in other departments and the members of the YMCA.

This person must have the ability to relate effectively to diverse groups of people from all social and economic segments of the community, as it relates to membership and program. He or she must also have the knowledge and patience to address customer/member needs.

He or she must have the ability to maintain a harmonious relationships with professional peers, community leaders, Board & Committee volunteers, YMCA Members, Donors and guest and the community at large.

### Primary Responsibilities:

1. Keep the YMCA clean, disinfected, and ready for use by members.
2. Take all trash outside to the trash bin.
3. Assist other departments, if asked to do so, to help clean up after a program.
4. Assist members in their needs.
5. Be available to work evenings and weekends when assigned.
6. Be able to follow and complete work shift check list.
7. Watch the work schedule and be here on time and work your shift assigned to you.

### Effects on End Result:

Keep the YMCA in a clean environment so that it will help in the steady and escalating growth in membership as well as a high degree of member retention.

### Pay and benefits of the position:

- Pay range - \$10.00-13.00/hour
- Health Supplement Insurance
- Employee Program & Child Care Discounts
- Free YMCA Membership
- Employee Wellness Program