

Greater Wichita YMCA Job Description

POSITION TITLE: Housekeeping
REPORTS TO: Senior Program/Branch Director
FLSA CLASSIFICATION: Hourly / Non-Exempt
DATE APPROVED: June 2025

GENERAL FUNCTION: Under the supervision and direction of the Senior Program/Branch Director, Housekeeping will maintain the cleanliness of the facility, equipment, and grounds in a functional, efficient, and safe manner.

MINIMUM ENTRY REQUIREMENTS

Education/Experience:

1. Minimum age of 18
2. Relevant experience cleaning facilities

Physical/Mental Demands:

1. Must be able to frequently perform the following physical activities; climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for extended periods of time, walk, lift-carry-move up to 35 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity to perform detailed tasks
2. Must have ability to communicate effectively
3. Must possess problem solving, organizational and task management skills; ability to make independent and sound decisions in a rapidly changing environment
4. Must be detail oriented and exhibit a high degree of accuracy
5. Must demonstrate initiative and sound judgment
6. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
7. Must be able to work collaboratively as a team member as well as independently and lead by assigned goals, duties and deadlines
8. Must maintain a neat and professional appearance at all times

Job Requirements:

1. Commitment to the YMCA mission, vision and values
2. Must attend Greater Wichita New Employee Orientation
3. Ability to work flexible schedule; including 2nd and 3rd shift and weekends

JOB RESPONSIBILITIES

1. Following all risk management guidelines according to branch policies and procedures through the following:
 - a. Reporting all accidents & incidents on the appropriate form
 - b. Making sure all forms are filled out correctly and turned into the front desk
 - c. Notifying supervisor of any concerns with the facility or equipment to ensure a safety
 - d. Enforcing all program rules and policies
 - e. Being knowledgeable and prepared to implement emergency protocols.
2. Securing outside assistance whenever building tasks are beyond experience level.
3. Keeping condition of facilities clean and sanitary.
4. Performing duties deemed necessary by the management staff.
5. Keeping custodial and maintenance areas organized and clean and keeping costs of supplies at a minimum by being mindful of usage.

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6. Foaming, cleaning pool and locker room areas.
7. Keeping snow and ice off sidewalks in the winter.
8. Keeping entrance and exits clean and attractive.
9. Following and helping implement OSHA and MSDS standards and procedures.
10. Using current "wet floor" signs when cleaning.
11. Replacing lights and filling dispensers throughout the facility.
12. Completing a checklist of daily duties, and cleaning areas that are in need of attention.
13. Child Abuse Prevention - Responsible for adhering to boundary policies, attending required training, reporting concerns, following mandated reporting policy, fulfilling job-specific responsibilities such as maintaining and securing unused areas, and ensuring proper sign-in/out procedures.
14. Attending staff meetings.
15. Supporting Strong Community Campaign efforts.
16. Other duties as assigned.

EFFECT ON END RESULT: Net Promoter Scores will positively reflect upon the clean and safe conditions of the facility. Membership retention will be affected by the overall appearance of the association.

I have read the above job description and fully understand the responsibilities I am expected to perform and I can carry out the duties as described above.

Staff Printed Name _____ Signature _____ Date _____

Supervisor Printed Name _____ Signature _____ Date _____