



**DOOR COUNTY YMCA**  
**Housekeeping**  
**JOB DESCRIPTION**

**Position Title:** Housekeeping  
**FLSA:** Non-exempt/Part Time  
**Reports to:** Building Services Director  
**Payroll Code:** 014CCC, 031NCC  
**Position Grade:** D\*

**GENERAL FUNCTIONS**

Under the direction of the Building Services Director and in accordance with the policies of the Door County YMCA, Housekeeping Staff will be responsible for maintaining positive relationships with members by providing clean and welcoming facilities and grounds.

**SKILLS AND QUALIFICATIONS**

Housekeeping staff must have a proven ability to be an engaging presence in creating a positive member experience through clean facilities and well-maintained grounds. Staff will be at least 18 years of age, with the ability to cultivate positive relationships among members and other staff, anticipating member needs and reacting to concerns or requests. Essential functions include ability to work with timelines, be conscientious and detail-oriented in performing all tasks, and have a positive attitude, strong work ethic and desire to please. Completion of New Employee Orientation within the first 2 weeks of employment is required; Certified Pool Operator (CPO) license may also be requested.

**PHYSICAL REQUIREMENTS**

Position requires the ability to perform physical activities with considerable use of arms and legs, while moving entire body over a period of time. Position requires the ability to lift up to 50 lbs.

**RESPONSIBILITIES**

- Perform housekeeping and routine maintenance functions with limited supervision, while maintaining high level of cleanliness both inside/outside of center. Communicate with Building Services Director regarding any concerns within facilities or grounds and status of cleaning supply inventory or ordering needs for housekeeping department and general maintenance. Record completion of duties on an accurate and timely basis by completing required checklists and Maintenance Requests; perform other needed duties as determined. Maintain a flexible schedule and work cooperatively to assist with special projects, deep cleaning, general maintenance tasks and other responsibilities designated by the supervisor.
- Determine the extent of safety concerns when identified and decide on appropriate action. Know and follow the safety guidelines related to working with chemicals and equipment and complying with safety regulations and codes. Maintain an organized and safe work area related to storage of chemicals, paper products, tools and other housekeeping and maintenance supplies and disposal of bio-hazardous materials.
- Utilize Listen First techniques to better understand programming needs and concerns, resolve conflicts, and coordinate the gymnastics program, modeling use of these skills to other staff. Exemplify the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in relationships with others.
- Provide a clean and welcoming environment; make a special effort to greet members and react to any concerns or suggestions they may share. Work with other YMCA management staff in

resolving maintenance/cleaning issues with a positive and team-oriented approach.

**Effect on End Results:**

The effectiveness of the Custodian/Housekeeper will be measured by:

- Member satisfaction surveys regarding cleanliness of facilities and grounds maintenance.
- The ability to nurture relationships with and among members, staff and YMCA guests
- The degree to which safety concerns were identified and handled, with or without incident, while maintaining a friendly learning environment

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised 8/15