Marshall Area YMCA

POSITION DESCRIPTION
TITLE: Maintenance Custodian
SUPERVISOR: Building and Grounds Director
DATE: August 2026

GENERAL FUNCTION: Under the direction of the Building and Grounds Director, and in accordance with the goals and objectives of the Marshall Area YMCA, the Maintenance Custodians are responsible for the general cleanliness, safety, and appearance of the facility and property.

SKILLS & QUALIFICATIONS: Position requires a person with a minimum of a high school diploma or GED; a minimum of two years in custodial services, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position. CPR and First Aid certifications may be required.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and equipment, including, but not limited to: vacuum cleaner, floor buffer, auto scrubber, carpet shampooer and pressure washer. Must be physically capable of walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting and carrying objects up to 75 pounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be require and assigned.

1. Maintains the cleanliness of the Marshall Area YMCA; performs general cleaning duties such as sweeping and mopping floors, vacuuming, cleaning restrooms, washing windows, dusting counters, desks, and filing cabinets, emptying wastebaskets, and cleaning drinking fountains.

2. Restocks toilet paper, hand towels, soap, and trash bags; locks and unlocks doors.

3. Removes snow, ice and trash from around entryways to the building.

4. Utilizes various machines and equipment in the delivery of service, such as vacuum cleaner, floor buffer, carpet shampooer, pressure washer, hand tools, snow blower, and snow shovels.

5. Acts as a member of the staff team by setting up/taking down equipment for programs, meetings, special events, and other maintenance logistical needs.

6. Be alert to risk management and respond/repair to safety issues immediately.

7. Communicates repair needs out of the scope of their ability to the Building and Grounds Director.

8. Works as a member of the staff team and interact with members, guests and other community leaders in a positive manner.

9. Attend all staff meetings as required.

10. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.

11. Have a complete knowledge of all emergency procedures.

12. Assist Building and Grounds Director as requested.

13. The applicant must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A YMCA that is recognized for high standards of cleanliness and efficient repair of equipment.

2. Motivated and well-trained staff and volunteers.

3. An environment where safety and risk management is the highest priority.

4. A YMCA that is welcoming to the community and reflects our mission and values.

5. The Marshall Area YMCA will be known in the community as an organization dedicated to building character.

_____ _____

Maintenance Custodian Date

_____ _____

Building & Grounds Director Date