



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of Dodge County Position Description

POSITION TITLE: Part Time Maintenance/Custodian Technician/Under 29 hours a week.
REPORT TO: Facility & Property Director

Position Function:

This position is responsible for a variety of custodial and maintenance tasks within the YMCA and the grounds around the facility. These tasks will range from cleaning the facility and possibly maintenance. This position is responsible to conduct these tasks in a professional manner and of the highest standards not only for the benefit of the facility but also to the benefit of the members and other staff. This position is part-time. Hours are variable and are not to exceed 29 hours per week.

Principal Duties:

1. Custodial work: Clean, sweep, mop, dust, polish as needed. Empty wastebaskets, trash and other refuse containers. Help other custodians if they require or ask for it.
2. General Duties: The YMCA maintenance staff is the essential key to the well being of the members, guest, and the facility.
3. Dress code: Staff shirt and clean slacks or shorts, and I.D badge are a requirement.
4. Keep the facility manager in the know: Changes in your schedule with fellow staff, phone number changes etc. It is the responsibility of the employee to find a substitute to fill their shift.
5. Additional Duties: You may be asked to perform other various duties by the Facility Manager or other Executive Directors.

For more information, please contact Frank Schmitt at (920) 887-8811 ext 106 or fschmitt@theydc.org