

Position/Title: **CUSTODIAN**
Classification: Part-Time and On-Call Non-Exempt
Reports To: Assistant Director of Maintenance
Location: Various YWCA Facilities
Schedule: Varies
Compensation: \$12.00

ABOUT THE YWCA

The YWCA Northeastern Massachusetts is a social change organization which exists today for the same reasons it was founded back in 1892: to assure that women have the tools, skills and opportunities needed to become and remain personally and economically self-sufficient. Behind every one of our milestones is a story, a journey and an unwavering commitment to improving the lives of women and their families. The breadth of our offerings is great, with every program and service molded to our mission of helping to foster peace, justice, freedom and dignity for all. Each year we serve over 15,000 people from our Lawrence, Haverhill, Lynn and Salem, NH locations, where people know they can turn for caring, compassionate and highly skilled support.

POSITION SUMMARY

This position must provide clean sanitary comfortable, orderly and satisfying surroundings for the residents, employees, children, clients and the public. The Custodian promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The Custodian must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Bloodborne Pathogen Standard or the YWCA Exposure Control Plan.

NOTE: This job description outlines the nature and level of assignments in this position. They are not an exhaustive list of duties. Additional related duties may be assigned as needed.

ESSENTIAL FUNCTIONS

1. Provide shift coverage for absences, vacation, etc. as needed.
2. Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
3. Must handle various cleaning solvents, chemicals, etc.
4. Must comply with all regulations such as OSHA and EPA.
5. Maintains facilities in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
6. Responsible for disposal of trash, waste, and other disposable materials.
7. Sweeps and cleans floors; removes gum and spot cleans carpet as needed.
8. Empties waste baskets, removes trash to safe storage area.
9. Washes windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
10. Dusts furniture and chairs; dusts book shelves, dusts window sills, ventilation louvers; washes table tops, desk tops, and chairs.
11. Checks and replenishes soap, towels and toilet tissue dispensers.
12. Keeps entrance areas clear of debris, inside and outside.
13. Cleans restrooms, including walls, floors, basins, bowls, and seats.
14. Cleans childcare rooms according to OSHA standards.
15. Cleans and sets up public meeting rooms.
16. Transportation of Goods and equipment between multiple sites.
17. Advises supervisor of maintenance needs.
18. Ability to strip and recoat floors preferred.
19. Ability to use snow removal equipment.
20. Seasonal de-icing and snow removal.

QUALIFICATIONS

- Ability to respond to crisis situations appropriately and effectively and notify Program Director when necessary.
- Highly organized, responsible, and dependable.
- Bilingual/bicultural (English/Spanish) highly preferred.

Must Have

- Valid Driver's License
- YWCA Northeastern Massachusetts has multiple programs that are EEC licensed program and as such all applicant must consent to and have the ability to obtain an approved background investigation from the Department of Early Education and Care which includes; CORI, SORI, and DCF.
- Must be able to move continuously during work hours.
- Must be able to lift and/or carry up to 100 pounds.

PHYSICAL/MENTAL DEMANDS

Work requires good physical and mental health.

The custodian will be required to lift, carry, walk, sit, push, pull and work a flexible schedule

The custodian must be able to work with strong cleaning materials

Ability to lift heavy rubbish bags up to 50 pounds.

Work requires a high level of concentration while driving YWCA motor vehicles.

Work is varied in nature and is performed with frequent interruptions and some emergency situations, which demand the ability to respond immediately, calmly, effectively, efficiently and appropriately.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA Northeastern Massachusetts.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract implied or otherwise, other than an "at will" relationship.

The YWCA Northeastern Massachusetts is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, relation or national origin.