

# Job Description

Position Title: Janitorial Staff

Department: Building

Qualifications/  
Requirements: Must be 18 years or older. Blood borne Pathogens, Child Abuse Protection Training and Hazardous Communication Training

Duties: Under the direct supervision of the Facilities Director, the Janitorial Staff shall help keep the YMCA clean for a safer and healthier environment for our members which may include but is not limited to the following responsibilities:

- Responsibilities:
- Build Relationships
  - Teach and demonstrate Caring, Honesty, Respect and Responsibility
  - Represent the Grants Pass Family YMCA, its policies and procedures
  - Dress appropriately (casual, yet professional)
  - Pick up trash
  - Cordially greet all members (by name, if possible), class participants, and general public (SMILE)
  - Be on time for all shifts
  - Attend all staff meetings and required trainings
  - Refill sanitizing solutions and paper towels as needed
  - Clean and sanitize bathrooms including toilets, sinks, mirrors, etc.
  - Remove/replace mats in the locker rooms as needed
  - Sweep floors as needed
  - Check baseboards for cleanliness
  - Clean toys and shelves as needed
  - Clean doors and indoor windows as needed
  - Keep stairwell clear and free of dust
  - Report any necessary repair needs to your immediate supervisor
  - Perform necessary janitorial duties to maintain a safe, clean, hazard free environment for our members
  - Check in with your supervisor for any changes in your schedule
  - Keep time of hours worked
  - Other tasks as needed

I accept the position as described above.

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EmployeeSignature

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Date