



**Sonoma Count Family YMCA
JOB DESCRIPTION**

TITLE: HOUSEKEEPER
HOURLY SALARY RANGE: \$8.00/\$9.50/\$11.00
BENEFITS: Individual YMCA Membership
HOURS: Various, Monday through Sunday, Average of 12 hours per week

GENERAL FUNCTION

Under direction and supervision of the Director of Administrative Services, this individual is responsible for routine scheduled cleaning of the women's locker and rest rooms and all offices.

QUALIFICATIONS

- Reason logically and accurately.
- Use initiative and good judgment.
- Demonstrate safe work practices.
- Read and understand container labels and manufacturer's data safety sheets.
- Work with minimum supervision.
- Perform light physical labor.
- Follow oral and written instructions.
- Establish and maintain friendly, cooperative relationship with staff and membership.

ESSENTIAL DUTIES AND AREAS OF RESPONSIBILITY

The Sonoma County Family YMCA reserves the right to add or delete essential job junctions.

Clean locker rooms/restrooms
 Empty, reline waste containers/clean exterior surfaces as required
 Fill soap, paper dispensers
 Dust mop, wet mop, vacuum floors
 Dust all surfaces
 Clean window glass and mirrors
 Sweep walls, ceilings for cobwebs
 Wash, fold towels as required
 Set up rooms with tables & chairs as required
 Other tasks as assigned

PHYSICAL DEMANDS: The physical 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, climb and balance, and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EFFECT ON END RESULTS: This position has a primary impact on the overall effectiveness with which the Sonoma County Family YMCA accomplishes its mission, goals and objectives in serving its membership. Therefore, the effectiveness of the fulfillment of this position should be measured by:

1. Cleanliness of the facility.
2. Ability to use initiative and good judgment.
3. Positive interactions with members and staff.

Must attend Emergency Procedures Training when offered. Must attend a Child Abuse Awareness Training, Customer Service Training, and a New Employee Welcome within first 90 days of employment. Fingerprinting required.

Sign _____

Date _____