

**CAMP MANITO-WISH YMCA
JOB DESCRIPTION**

Position Title: Camp Custodian (Custodial/Housekeeping/Light Maintenance)
Type: Part-time (25 hour/week) year around
Reports to: Assistant Property Manager
Date: June 2022

Position Summary

Camp Manito-wish YMCA is a dynamic organization. Annually we serve 4,000 guests on our 320-acre property. Parts of our facility are year-round, others are seasonal. Our property includes 65 buildings, 2 commercial kitchens, over 20 wells, 90 toilets, and 30 furnaces. Under the direct supervision of the Assistant Property Manager and the direction of the Property Manager, this position assists with a variety of daily work tasks to include regular custodial, housekeeping and light maintenance duties of this dynamic facility. This position is essential to the success of Camp operations by ensuring the buildings and grounds are clean, maintained, and ready for our groups year round.

The qualified candidate must be an organized self-starter who works collaboratively and is able to manage priorities and pivot workflow based on the needs of the organization. The Camp Custodian must have a basic knowledge and understanding of custodial cleaning, housekeeping and light maintenance skills to help to maintain the buildings and grounds of Camp Manito-wish YMCA.

Essential Functions

To carry out the responsibilities associated with the job, the incumbent must be able to perform the following functions unaided, or with assistance of a reasonable accommodation:

- Maintain a safe and pleasing environment for the operation of the programs offered by Camp Manito-wish YMCA.
- Maintain positive relationships with all customers and communicate effectively to diverse groups of individuals (i.e. Participants, parents, staff, alumni, vendors, contractors, etc.).
- Efficiently carry out custodial, housekeeping and light maintenance tasks and daily work projects as assigned.
- Make recommendations to Assistant Property Manager/Property Manager as to any custodial, housekeeping and light maintenance equipment or repair needs of the Camp facilities and grounds.
- Function in varying environmental conditions, i.e. cold, warm, hot, dust, pollen, odor, absence of cleanliness, etc.
- Stand on feet for extended periods; climb stairs; lift up to 50 pounds.
- The ability to read, write and assist in the organization and collection of records and data using computer technology.
- The ability to help maintain and promote good relations within the community.
- The ability to assist in the pursuit of the organizations Strategic Plan.

Know How

The following experience and skills are necessary to be successful in this position:

- High school diploma or the equivalent.
- 6 months to 1 year of relevant experience with custodial, housekeeping and light maintenance skills and principles.
- A valid US Driver's license and clean driving record.
- A general understanding of the YMCA philosophies, values and programs.
- The ability to listen to instructions clearly and to accomplish work tasks independently.
- An understanding that the Camp Custodian position is one of serving others in the Camp community.
- The ability to follow safety protocols while performing job duties using correct body mechanics and personal protective equipment.
- The ability to follow safety protocols while operating motor vehicles and various types of equipment.

Effect on End Results

The Camp Custodian position plays an important role in the overall success of the organization by:

- Helping to provide one of the basic tools required for the organization to be successful; a safe, clean, enjoyable, and functional environment.
- Helping to influence development for the future, so that the organization may continue to be successful in the pursuit of its mission and goals.
- Helping to present a positive image to those new to camp, to our program participants, fellow full-time and seasonal staff and our alumni and to those in our surrounding communities.