



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MARSHFIELD AREA YMCA, INC.

Job Description

Job Title: **Housekeeper**

Class: **Full-Time; Hourly**

Job Location: **Marshfield Clinic Health System YMCA, 410 W McMillan St, Marshfield, WI**

Reports to: **Facilities Director**

Hourly Wage: **\$17.00 per hour**

BENEFITS OF WORKING WITH THE YMCA:

- Free YMCA facility membership (a value of over \$1,000)
- Comprehensive health benefits including medical, dental, and vision plans, as well as life insurance, and long-term disability
- Retirement with employer contribution upon meeting eligibility requirements
- Paid time off and holiday time
- Professional Development through Y-USA's learning & development programs
- YMCA Child Care discounts (based on availability in Child Care Program)
- YMCA Program discounts

POSITION SUMMARY:

Under the direct supervision of the Facilities Director, the Housekeeper shall assist in the day-to-day housekeeping of the Marshfield Clinic Health Systems YMCA and its facilities. The Housekeeper will be responsible for cleaning and sanitizing assigned areas, including such duties as mopping, dusting, and trash removal.

QUALIFICATIONS:

- Available during weekdays from 4 pm-12 am
- Previous cleaning experience preferred
- Ability to read and interpret instructions, procedures, manuals, and other documents
- Knowledge of cleaning methods and equipment
- Basic understanding of the upkeep and care of equipment
- Understanding of cleaning compounds and chemicals, and their safe, efficient use
- Excellent interpersonal and problem-solving skills
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Reports to work timely

ESSENTIAL FUNCTIONS:

- Ensures the YMCA and its Child Care facilities are attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, vacuuming, and general cleaning.
- Operates motorized and non-motorized equipment.



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- Records and reports all needed repairs; repairs as directed.
- Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to the facilities director.
- Performs all other duties as assigned by the Facilities Director.
- Child Abuse Prevention and Blood Borne Pathogens training upon start of employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. Sufficient physical strength and agility to carry out essential duties.
2. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
3. Ability to paint, clean equipment, and operate motorized equipment as needed.
4. Ability to work in conditions that will create dirt and dust.

All offers for employment with the Marshfield Area YMCA, Inc. are contingent upon the candidate having successfully completed a criminal background check. We will consider people with criminal histories in a manner consistent with the requirements of applicable local, state, and Federal laws.

The Marshfield Area YMCA, Inc. is an Equal Opportunity Employer committed to valuing diversity and practicing inclusion.

We provide our employees with a robust employee benefits plan that focuses on the mental and physical wellness of our team. We strive to offer a flexible work environment that allows our team members to be productive in both their work and home lives.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.