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## CLEANING TEAM LEADER

Job Title: **Team Leader-Cleaning**

FLSA Status: Non-Exempt

Reports to: Facilities & Grounds Director

Revision Date: 05.24.2019

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### POSITION SUMMARY:

Oversees the cleanliness and safety of the facility and grounds. Responsible for the supervision and training of the evening custodial team to ensure duties are completed at a high level and in a timely manner.

### ESSENTIAL FUNCTIONS:

1. Ensures Y is 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, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
2. Supervision of Y custodial staff to assure that daily duties are performed and Y facility is clean and safe.
3. Operates related motorized and non-motorized equipment.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to manager.
5. Replaces soap, paper towels, and other supplies.
6. May set up furniture for events.

### YMCA COMPETENCIES (LEADER):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal

feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Six months or more of related experience preferred. Minimum 18 years of age.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Knowledge of cleaning methods and equipment.
4. Basic understanding of the upkeep and care of equipment.
5. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

**PHYSICAL DEMANDS:**

1. Sufficient physical strength and agility to carry out essential duties.
2. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to paint, clean equipment, and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. Ability to perform essential cleaning duties which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and

**I have read and understand this position description and believe I am capable and qualified to handle the position as presented.**

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**Applicants Name (printed)**

\_\_\_\_\_  
**Date**

**Signature:** \_\_\_\_\_