

job posting

Position Title:	Custodian and Security	Department:	Building Operations
Salary:	\$11.00 - \$12.00 per hour DOQ	Scheduled Hours:	10:00 am – 6:30 pm Monday – Friday

Position Summary:

Maintain a clean, safe and secure environment for the entire facility as well as keeping a constant line of communication with facility staff to help ensure the proper conditions are met.

Position Responsibilities:

1. Clean the Health & Fitness Center: mop floors; vacuum carpet; pick up and remove trash; clean mirrors and glass. Refill all dispensers: paper towel, toilet paper, hand soap and shower soap. Wash and dry towels; disinfect shower walls; dust top of lockers and wipe out lockers. Disinfect all workout equipment.
2. Security: Make rounds in and outside of building. Check and lock all doors and windows. Set security alarms when applicable. Fill out incident and accident reports and work orders. Assist Maintenance Technician with repairs.
3. Maintain exterior of building: remove snow from sidewalks, dispose of trash, mow the grass and trim the bushes.
4. Maintain a standard of cleanliness in Academic Services, Youth Achievers Program, Boys CLIMB and Girls LEAD programming space along with the administrative offices and Electric Room.
5. Monitor the pool and spa.
6. Assume night janitor staff and weekend staff duties when sick and/or on vacation.
7. Communicate with various staff to facilitate necessary supplies, provide escorts or tend to accidents/emergencies.
8. Complete additional duties as assigned by supervisor.

Qualifications:

Certifications and Licensure: Valid Driver's License and proof of insurance (preferred)

Work Experience: 2+ years of experience performing janitorial duties. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism is highly desired.

Other Qualifications:

- Ability to lift 50-75 pounds
- Interruptions to work flow
- Tight deadlines
- Work activities of a seasonal/cyclical nature
- Interruptions to work flow
- Work subject to precise measures of quality and quantity
- Agree to mandated child abuse reporting guidelines

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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