



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Locker Room Attendant**

Job Code: (unique to Y)

FLSA Status:

Job Grade: (unique to Y)

Status: P/T (approx. 7 weeks)

Department: Membership

Reports to: Membership Director

Revision Date: 7/4/2017

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Creates a welcoming environment for all members of all backgrounds and abilities.

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, and general cleaning.
2. Records and reports all needed repairs.
3. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
4. Replaces soap, paper towels, and other supplies.
5. Maintains and cleans locker rooms according to the schedule or as requested by supervisor.
6. Follows YMCA policies and procedures; responds to emergency situations.
7. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. High school graduate or equivalent preferred – Must be 18 years of age.
2. Ability to report and record maintenance requests.
3. Knowledge of cleaning methods and equipment.
4. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

WORK ENVIRONMENT & 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.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____