



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**MARION FAMILY IS CURRENT ACCEPTING APPLICATIONS FOR:
Housekeeping Coordinator**

Position Overview: Under the direction of the Building and Grounds Manager and Director of Facilities and in accordance with the Strategic Road Map of the Marion Family YMCA, the Housekeeping Coordinator is responsible for ensuring the cleanliness of the facility and grounds through coordinating the work of all custodians and performing custodial duties. The incumbent must role model the Y values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

Position Requirements: Must be at least 21 years of age. Four or more years' experience in facility cleaning and coordinating the work of others is preferred. Must be able to carry out instructions and work independently; understand written and/or oral instructions; read and interpret documents such as SDS. Must have a basic understanding of the upkeep and care of equipment. Must have understanding of cleaning compounds and chemical, and their safe, efficient use. Obtain within 90 days and keep current certifications in First Aid and CPR with AED.

Physical Requirements: While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms, climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to smell. The employee must occasionally lift and/or move up to 50 pounds. Vision requirements include close and peripheral vision. The employee may be exposed to wet and or/humid conditions and occasionally exposed to outside weather conditions.

Wage Range: \$11.40-\$13.20

Position Status & Information

- Full Time Non-Exempt approximately 37-40 hours per week with main shift being at night.
- Primary work schedule will be when the building is closed.

BENEFITS

- Participation in Association Health Insurance plan per Personnel Policy
- YMCA Retirement Fund – Association contributes 12% for qualified employees
- YMCA Family Membership
- Life and Disability Insurance
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

Timeline

- Applications Accepted until position is filled

Submit a completed application to: Jon Eblin, Director of Facilities

Direct questions and send above items to:
Jon Eblin, Director of Facilities
Marion Family YMCA
645 Barks Road East
Marion, OH 43302

740-725-9622

jeblin@marionfamilyymca.org