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| Job Title: | Environmental Services Representative |  |
| Location: | Branch |  |  |
| FLSA Status: | Non-Exempt | Job Grade:  | 6 |
| Reports to: | Branch Executive Director | Creation/Revision Date: | October 2023 |
| Leadership Level: | Team Leader | Primary Function/Department: | Facilities Management |
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| **POSITION SUMMARY:** |
| Under the direction of the Branch Executive Director, the Environmental Services Representative is responsible for the overall cleanliness of the Association. This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility.  |
| **OUR CULTURE:** |
| Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you. |
| **ESSENTIAL FUNCTIONS:** |

**Safety & General Responsibilities:**

1. Follow all OSHA rules and regulations (e.g., use ladders, PPE, and other recommended safety equipment).
2. Ensure YMCA building and property is secure during shift and report incidents and hazardousconditions to supervisor; follow emergency response plan procedure.
3. Assist with inventory control and security.
4. Attend to emergencies when necessary.
5. Safely use and maintain assigned power equipment, hand tools, chemicals, and supplies.
6. Lock and unlock assigned buildings, secure buildings when facilities are not in use, report any unauthorized occupants.
7. Attend safety meetings and other required meetings.
8. Complete end of shift check list to ensure furniture, equipment, supplies, and tools are in their proper location.
9. Assist with event setup and teardown.
10. Attend classes on cleaning and maintenance methods and techniques, including new products, First Aid, and CPR.
11. Assist in the instruction and supervision of volunteers and student help.

**Custodial Responsibilities:**

1. Ensure 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, bathroom cleaning, painting, vacuuming/shampooing carpets and cleaning hard floors, seasonal activities dealing with lawn care and snow removal, and general cleaning.
2. Launder cleaning rags, dust mops, and towels.
3. Clean and sanitize restrooms using established practices and procedures.
4. Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors. Vacuum and shampoo carpets.
5. Wash accessible interior and exterior surfaces, including walls and windows, with the aid of ladders and step stools.

(All position functions are essential to the position)

**LEADERSHIP COMPETENCIES:**

Position Leadership Level: Organizational Leader

1. **Change Leadership-** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
2. **Collaboration-** Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease.
3. **Communication & Influence:** Communicates to engage and inspire people within and outside the YMCA.
4. **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.

**QUALIFICATIONS:**

**Education/Training/Certification:**

1. One year of related experience preferred.
2. CPR and First Aid certifications required within 30 days of hire (training provided).

**Technical Knowledge/Skills:**

1. Experience working with a diverse community.
2. Working knowledge of age-appropriate behavior modification techniques and activities.
3. Proficiency in word processing, spreadsheets, and other basic computer functions.
4. Experience with recruitment and management of volunteers.

**WORK ENVIRONMENT:**

* Safety First! Must know how to report and respond to abuse. Follow all risk management policies and procedures.
* 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.
* While performing the duties of this job, the employee is required to use a computer and be able to communicate using a computer and phone/smart device.
* The employee frequently is required to sit and reach and must be able to move around the work environment.
* The employee must occasionally lift and/or move up to 20 pounds.
* Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
* The noise level in the work environment is usually moderate.

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| **EMPLOYEE ACKNOWLEDGMENT:** |
| This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management. |

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| Employee Printed Name: |  | Employee Signature: |
|  |  |  |
| Date |  |  |

The YMCA of Central Virginia is committed to a policy of Equal Employment Opportunity for all of its employees and applicants. We actively seek and employ qualified persons in all job classifications and administer all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, age, national origin, disability, or any other basis prohibited under applicable law.