



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **POSITION TITLE:**

Maintenance Laborer

## **POSITION SUMMARY**

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. Under the guidance and supervision of the Facilities Director, the Maintenance Laborer is responsible for ensuring that the Y is clean, safe, tidy, functional and attractive by completing all assigned duties during their work shift.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All Maintenance Laborers are expected to fulfill the following functions:

1. Trash removal and recycling
2. Replacing lights, paper products, soaps and other supplies
3. Minor plumbing, electrical, HVAC checks and repairs
4. Checking chemical levels in pools and spa
5. Upkeep on organization of maintenance closets and shop
6. Maintain lawn care and snow removal as needed
7. Sweeping, mopping and dusting as needed
8. Assist in planning, organizing and implementing duties for the annual maintenance closure
9. Setting up and taking down furniture and equipment for activities and events
10. Accurately maintaining and submitting time sheets
11. Communicating, cooperating and complying with supervisory staff

In addition to the essential duties and responsibilities, Maintenance Laborer will:

- Pursue /participate in ongoing skills training
- Participate in the annual campaign by assisting, giving, and/or campaigning
- Attend required staff meetings

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Ability to safely and effectively perform necessary tasks
- Ability to work a swing or split shift

## **QUALIFICATIONS**

1. At least 18 years of age.
2. Alarm/Emergency Procedures training within 90 days of hire and annually thereafter.

3. CPR, First Aid and Child Abuse Prevention training within 90 days of hire and biannually thereafter.
4. New Employee Orientation within 90 days of hire.
5. Experience with cleaning, custodial and maintenance tasks.
6. Ability to perform essential custodial and maintenance duties and responsibilities as described below.

**WAGE AND HOUR INFORMATION**

\$14.00 hourly

**HOW TO APPLY**

Please visit <https://sheridanymca.org/work-at-the-y/> to download and complete our application. Applications can be submitted in person to 417 N Jefferson Street; or by emailing them to [apply@sheridanymca.org](mailto:apply@sheridanymca.org).