



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

Job Title: Temporary Full-Time Cleaning Specialist

Reports to: HR & Membership Director

Status: FT/Hourly ~ **TEMPORARY**

Schedule: Monday through Friday **9am-5pm**

Employee Benefits

- YMCA Membership – Free membership plus 24/7 facility access with FOB
- Lesson Discounts – Reduced rates for all children enrolled in swim lessons, gymnastics, and tennis lessons.
- 403(b) Retirement Savings Plan and after-tax Roth enrollment available.
- \$16.50 per hour

POSITION SUMMARY

The Manitowoc-Two Rivers YMCA is seeking a dependable, detail-oriented individual to join our team as a **Temporary Full-Time Cleaning Specialist**. This position is expected to cover a staff member's medical leave and will remain active for the duration of the leave. While the anticipated length of the assignment is currently unknown, the position offers full-time hours and the opportunity to make a meaningful impact in a welcoming, community-focused environment.

The Cleaning Specialist is responsible for maintaining the cleanliness, safety, and overall appearance of the YMCA facility to ensure a welcoming and healthy environment for members, staff, and guests. This position plays a vital role in supporting the YMCA's mission by keeping locker rooms, restrooms, fitness areas, and community spaces clean, sanitized, and well-maintained.

ESSENTIAL FUNCTIONS

- Provide a welcoming hello and a fond farewell to all members, guests, and staff in a friendly, courteous, and professional manner.
- Maintain a clean, safe, and welcoming facility by performing daily cleaning duties throughout designated YMCA areas.
- Follow established cleaning schedules and checklists to ensure consistent sanitation during all operating hours.
- Use proper cleaning and disinfecting procedures in compliance with YMCA standards, OSHA regulations, and public health guidelines.
- Perform general custodial duties, including sweeping, mopping, scrubbing, vacuuming, dusting, window cleaning, and waste removal.
- Operate cleaning machinery and equipment safely, such as auto scrubbers, buffers, and vacuum systems.
- Work collaboratively with other departments to meet facility needs and maintain open communication regarding schedules and special events.
- **Attend and participate in staff meetings and required training** to stay current on cleaning standards, safety protocols, and YMCA policies.
- **Model the YMCA's core values** of caring, honesty, respect, and responsibility through consistent professionalism and reliability.
- Perform other duties as assigned by the HR & Membership Director or YMCA leadership team to support the success of facility operations and community engagement efforts.

QUALIFICATIONS

- Must be at least **18 years of age**.
- High school diploma or equivalent required.

KNOWLEDGE EXPERIENCE

Must have the ability to demonstrate and/or show competence in the following areas:

- Prior experience in custodial, janitorial, or facility maintenance work preferred.
- Strong communication and interpersonal skills with the ability to interact professionally and courteously with members, guests, and staff of all backgrounds.
- Strong knowledge of proper cleaning methods, materials, and equipment, including the safe use of chemicals and disinfectants in compliance with OSHA and public health guidelines.
- Ability to follow cleaning schedules, safety procedures, and written or verbal instructions with accuracy and attention to detail.
- Demonstrated ability to work independently and as part of a team, maintaining reliability and accountability in completing assigned tasks.
- Strong organizational and time management skills with the ability to prioritize multiple cleaning and maintenance duties.

WORK ENVIRONMENT & PHYSICAL DEMAND

- This position operates primarily within the **YMCA facility and surrounding areas**.
- Must be able to **stand, walk, bend, stoop, reach, and kneel for extended periods of time** while performing cleaning and maintenance duties.
- Requires the ability to **lift, move, and carry objects up to 50 pounds**, such as cleaning equipment, supply boxes, or furniture for room setups.
- Must be able to **push and pull carts or cleaning machinery** (such as auto scrubbers, vacuums, and buffers) safely and effectively.
- Exposure to **cleaning chemicals, dust, odors, and varying temperatures** may occur; proper protective equipment and safety procedures must be followed at all times.
- Must be able to **visually inspect work areas** to ensure cleanliness and safety, and to detect maintenance or safety concerns promptly.
- Requires the ability to **communicate clearly** with supervisors, staff, and members regarding facility needs, hazards, or equipment issues.
- Work schedule may include **early mornings, evenings, weekends, and holidays**, based on YMCA operational needs.
- Must be able to **respond quickly and appropriately to emergencies**, including spills, safety hazards, or incidents involving members or staff.