

YWCA Greater Lafayette

605 N. 6th St.
Lafayette, IN 47901
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ywcalfayette.org

CUSTODIAN

Department: Administration
Supervisor: Programming & Facilities Director
Classification: PRN, Non-Exempt

Position Overview

The Custodian/Event staff is responsible for daily cleaning and light maintenance of YWCA facilities and monitoring event activities and event renters.

Essential Functions

- Ensure all facilities are cleaned and provide light maintenance as needed.
- Maintain facility grounds including snow and ice removal and care of landscaping and lawns.
- Monitor facility schedule and organize set up and tear down for on-site events.
- Monitor entrances and exits during events.
- Ensure that the building is secure during events and report concerns to supervisor or the Lafayette Police Department if needed.
- Monitor event timing per renters' contracts.
- Secure the building after events have ended.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in a professional manner at all required meetings and events.
- Other duties as assigned.

Requirements and Qualifications

- High school diploma or experience equivalent preferred.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Valid driver's license required.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Acknowledgement

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason by YWCA Management.