

**eliminating racism  
empowering women**



**GETTYSBURG & ADAMS COUNTY**

**POSITION:** Maintenance

**PRE-REQUISITES:** Experience in custodial/maintenance work preferred. Have physical strength and energy to perform duties required.

- Must be a YWCA Member/Associate and support and promote the YWCA's Mission and its goals and objectives.
- Criminal Background, Child Abuse, and FBI Clearances.
- Mandated Reporter Training.

**FUNCTION:** Perform duties required to keep YWCA of Gettysburg & Adams County facilities and grounds in a clean, safe and well maintained condition. Perform such duties as requested of her/him by the Maintenance Director in order to create the best possible condition for the health and safety of all participants.

**RESPONSIBILITIES:**

1. Strip, wax, and burnish floors (when necessary).
2. Assist with mechanical maintenance as needed.
3. Assist in maintaining the outside appearance of the building and grounds, as requested.
4. Report damage or unsafe areas.
5. Secure building.
6. Work as scheduled for weekend, holidays, and special events not included in regular scheduling.
7. Follow instructions pertaining to room arrangement/set-ups for YWCA rentals and special events.
8. Perform custodial/pool duties as instructed and trained.
9. Must be able to do repairs to fitness equipment.
10. Light electrical and plumbing duty
11. Related tasks as assigned.
12. Must be able to work unsupervised and with other people as a team.
13. Required to drive on a regular basis and must provide an up-to-date copy of vehicle insurance to the HR department upon employment and when renewed or change in coverage occurs.

**PHYSICAL REQUIREMENTS:**

- Must be able to perform heavy manual labor in all types of weather conditions, year-round.
- Must be able to lift, push, pull, or carry objects up to 50lbs consistently with heavier weight necessary at times.
- Must be able to walk up & down steps, lift, bend & kneel.
- Must have the ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Must be able to climb stairs and ladders.

**HOURS OF WORK:** Must be willing to work flexible hours. This position requires working evenings, early morning hours with the possibility of weekends and holidays when necessary.

**WORK STATUS:** Full Time

**REPORTS TO:** The Building and Grounds Director

**JOB CLASSIFICATION:** Hourly

**FLSA CLASSIFICATION:** Non-Exempt

**YWCA MISSION:** The YWCA Gettysburg & Adams County is dedicated to eliminating racism, empowering women & promoting peace, justice, freedom & dignity for all.

I, \_\_\_\_\_ have read, understand, and agree to follow the above job description and Missions of the YWCA of the U.S.A and YWCA Gettysburg & Adams County.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date