



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

YOU MAKE A DIFFERENCE

## HOUSEKEEPING

### PART-TIME JACKIE & STEVE KANE & STURGEON BAY PROGRAM CENTER

The housekeeping staff focuses on the cleanliness of facilities and equipment, in order to maintain a high level of member satisfaction. The ability to develop relationships with members and the staff team, to hear and understand their needs/concerns in an open and positive manner, with the end result of improving the YMCA and member experience is a key deliverable in this position.

#### KEY QUALIFICATIONS

Position includes the need to be physically active, including walking, bending, reaching, pushing and lifting up to 50 pounds on a regular basis.

#### DETAILS

Hourly pay is \$14-17/ hour depending on experience and shift. Benefits include flexible scheduling, FREE YMCA membership, program discounts, and retirement benefits upon qualification.

**STURGEON BAY POSITION:** Regular work schedule will be weekend afternoons, with flexible 6-hour shifts both Saturday and Sunday.

**KANE CENTER POSITION:** Regular work schedule will be weekdays Monday through Friday, 20-25 hours/week, flexible hours during open facility times; occasional weekend hours may be available as well.



**WORK  
AT THE Y!**

## HOW TO APPLY:

Please submit resume and cover letter to Sherri Dantoin at [sdantoin@doorcountymca.org](mailto:sdantoin@doorcountymca.org) or apply online.

[www.DoorCountyYMCA.org](http://www.DoorCountyYMCA.org)

Welcoming all, the Door County Y engages and connects with families and individuals of all ages in pursuit of well being and a vibrant, healthy, values-driven community.

**GENEROUS  
PAID TIME OFF**  
\* with full-time employment

**IT'S FUN!**

There is something new and exciting happening every day at the Y!

**OUTSTANDING  
BENEFITS**

**HEALTH  
INSURANCE**

A variety of insurance packages are available.  
\* with full-time employment

**FREE  
Y Membership**  
and program discounts

**CAUSE  
DRIVEN**

Including  
Onsite Kid  
Care, School  
Age and Day  
Camp!

Work with passionate people and help make our community a better place!

**DOOR COUNTY YMCA | [www.doorcountymca.org](http://www.doorcountymca.org)**

Jackie & Steve Kane Program Center  
3866 Gibraltar Road, Fish Creek, WI 54212  
920-868-3660

Sturgeon Bay Program Center  
1900 Michigan Street, Sturgeon Bay, WI 54235  
920-743-4949



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## DOOR COUNTY YMCA

Job Title: **Housekeeping**

Job Code: SBHOU, NDHOU

FLSA Status: Part Time/Hourly

Job Grade: Grade 4

Reports to: Building Services Director

Revision Date: 2/12/2024

Leadership Level: Leader

Department: Building Services

### 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 direction of the Building Services Director and in accordance with the policies of the Door County YMCA, Housekeeping Staff will be responsible for maintaining positive relationships with members by providing clean and welcoming facilities and grounds.

### 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:

1. Perform housekeeping and routine maintenance functions with limited supervision, while maintaining high level of cleanliness both inside/outside of center.
2. Communicate with supervisor regarding any concerns within facilities or grounds and status of cleaning supply inventory or ordering needs for housekeeping department and general maintenance.
3. Record completion of duties on an accurate and timely basis by completing required checklists and Maintenance Requests; perform other needed duties as determined.
4. Maintain a flexible schedule and work cooperatively to assist with special projects, deep cleaning, general maintenance tasks and other responsibilities designated by the supervisor.
5. Determine the extent of safety concerns when identified and decide on appropriate action. Know and follow the safety guidelines related to working with chemicals and equipment and complying with safety regulations and codes.
6. Maintain an organized and safe work area related to storage of chemicals, paper products, tools and other housekeeping and maintenance supplies and disposal of bio-hazardous materials.
7. Utilize Listen First techniques to better understand programming needs and concerns, resolve conflicts, and coordinate the gymnastics program, modeling use of these skills to other staff.
8. Exemplify the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in relationships with others.
9. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

**DOOR COUNTY YMCA** [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812  
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

## **LEADERSHIP COMPETENCIES:**

1. Functional Expertise
2. Critical Thinking & Decision Making
3. Emotional Maturity

## **QUALIFICATIONS:**

1. High school degree or equivalent.
2. At least 18 years of age.
3. Six months or more of related experience preferred.
4. Ability to read and interpret instructions, procedures, manuals, and other documents.
5. Ability to report and record maintenance requests.
6. Knowledge of cleaning methods and equipment.
7. Self-starter and ability to work in team oriented environment.
8. Obtain First Aid, CPR/AED (CPR-Basic) Certificate within 90 days of hire; keep current.
9. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
10. Complete New Employee Orientation within 30 days of your hire date.
11. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. 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.
2. Sufficient physical strength and agility to carry out essential duties.
3. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
4. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
5. Ability to paint, clean equipment, and operate motorized equipment as needed.
6. Ability to work in conditions that will create dirt and dust.
7. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

## **SIGNATURE:**

I have reviewed and understand this job description.

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Employee's name

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Employee's signature

Today's date: \_\_\_\_\_