

Female Custodian: 5 Hours per day, Weekday Mornings at Dover Branch

SEE CHECKLIST ATTACHED

PRODUCT REPLACEMENT & BATHROOM CLEANLINESS

- Upon arrival, empty all office wastebaskets beginning with the Executive Offices near Childwatch. Check ALL locker rooms & public bathrooms for cleanliness and sufficient supplies for duration of shift: this includes **toilet paper, paper towels, liquid soap and hand sanitizer dispensers**. Check locker room floor areas standing water (dry mop) and for full trash cans; please empty contents of all 'small black' trashcans into larger grey cans, and if this makes the grey can more than *half* full, empty into wheeled 60gal.bulk trashcans during TRASH COLLECTION rounds.

TRASH COLLECTION

- Secure a 60gal wheeled bulk trash can from the pool area, starting with WELLNESS, empty all small black trashcans of sanitary wipes, then the three offices at the back and the one off the Aerobics Studio adjoining. Then proceed to Lobby/Welcome Center, Lobby Bathroom and Offices: emptying those trashcans. Place any excessive Kitchen trash and other collections outside for pickup while checking large green 'outside' trash cans by the front door and where possible (note: 4 Around Bldg itself, 4 on Soccer Fields). Check 'The Pad' pavilion outside, behind main Y building, for trash and clean bathrooms.

FLOOR MAINTENANCE (*Floor duties should be assigned to 'other' p/t help if available*)

- Vacuum lobby entrance walk off mats and floor; also vacuum hallways if needed.
- Mop all four Family Locker Room Floors (A/B/C/D) and spot mop both Hallway Unisex Bathrooms Daily.
- Dry Mop Gym and Racquetball Courts
- Clean Floor in Spin Bike Area & 2nd Floor TRX & Exercise Area (Glass Walled)

PERIODIC DUTIES

- Spot clean and set-up Kid Zone & Board Room for meetings when requested
- Clean Bathroom/Locker-room Mirrors
- Clean Glass: Front Door, Hallway Observation Windows in Pool and Wellness

Weekday Custodian (Female) Weekday Morning Checklist

1. **___ Check both Men's and Women's locker room & public bathrooms for cleanliness and sufficient supplies for duration of shift.** (This includes and adequate supply of toilet paper, paper towels, and liquid soap and hand sanitizer dispensers.) **Correct any exceptions.**
2. **___ Empty all Wellness Area trashcans of Antiseptic Wipes**
3. **___ Check locker room floor areas standing water (mop dry) and for full trash cans;**
4. **___ Clean Board Room, Lobby Furniture/Coffee Area, Office and Member Service Areas; empty trashcans, dust surfaces, vacuum carpets, and help set-up for meetings as requested.**
5. **___ Check lobby entrance; Front Door, Window Glass is free of streaks, smudges, and fingerprints walk off mats and floor are vacuumed along with adjacent.**
6. **___ Check Outdoor Trashcans, empty as needed (when ½ full or more) and make sure grounds and parking lots are free of trash and debris.**
7. **___ Mop Family Locker Room Floors (A/B/C&D) and both Hallway Unisex Bathrooms Daily checking for supplies (soap, towels, toilet paper, etc.).**
8. **___ Vacuum Hallway Carpet as needed.**
9. **___ All Window and Mirror Glass is free of streaks, smudges, and fingerprints**
10. **___ Check all Outside (Green) Trashcans and empty ones over 'half full'**
11. **___ All Areas, including: Bathrooms, Locker Rooms, and Board Room are clean and cleaned after scheduled activities during the day.**
12. **___ Launder used Wiping Cloths (if any)**

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For more information contact CAnderson@clevecoymca.org or call 704-669-3612

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