

# Facilities Care Specialist

**YWCA IS ON  
A MISSION**

## Job Description

This is a combined position of general light maintenance, cleaning duties, and ground keeping. It is expected that 20 hours will be spent working in the cleaning department and 20 hours will be spent working with the maintenance department.

## Responsibilities:

### Maintenance:

- Maintaining all YWCA facility grounds when asked, which includes cutting grass, weed whacking, picking up debris or raking leaves from the yard, trimming branches, planting, pulling weeds, and mulching.
- Keep parking lots, sidewalks, and entrances clear and accessible either on foot or by vehicle. This includes removing snow and spreading salt to prevent slipping in the parking lot, sidewalks, emergency exits, and any of the entrances to the building.
- Take on special landscaping or planting projects as deemed necessary.
- Work with the Operations Manager, and Property Supervisor to coordinate volunteer and community group projects on the grounds.
- Maintain playgrounds at all YWCA locations to ensure grounds are safe and always meet code requirements.
- Assisting in the testing of facility systems, including fire alarms, smoke detectors, exit door alarms, emergency and exit lighting.
- Complete assigned maintenance work orders in a timely manner and record/log the completion of tasks.
- Continuously strive to complete goals and always uphold the values set within the organization.

### Cleaning:

- General cleaning to include sweeping, mopping, vacuuming, and dusting various surfaces such as floors, windows, doors, furniture, and main surfaces used by members.
- Disinfecting bathrooms, kitchens, high-touch surfaces (like doorknobs, light switches), and any public areas.
- Emptying trash bins, replacing liners, and ensuring recycling is sorted properly.
- Refilling items such as toilet paper, paper towels, hand soap, and cleaning products.
- Cleaning windows, mirrors, and other glass surfaces to remove smudges and streaks.
- Keeping cleaning tools and equipment in good working condition (e.g. vacuums, mops).
- Notifying management of any damages, repairs needed or supply shortages.
- Following all safety protocols, including the safe use of cleaning chemicals and protective gear.
- Assisting with set up and tear down of events.

## Qualifications:

- High school diploma/GED preferred
- 1 or more years' experience with light maintenance, lawn care, and cleaning
- Must be a dependable worker who is able to perform routine tasks

## Child care Benefit:

The YWCA subsidizes 50% of child care costs for children enrolled in YWCA childcare programs.

## Health and Wellness Benefits:

Employees receive a free membership to the YWCA fitness facilities. This includes specialty classes.

## Paid Time:

32 hours of personal time  
Accrue 3.69 hours per paycheck for sick leave and vacation. Paid holidays. \*

## Health Insurance:

The YWCA contributes to each employee's plan. \*

## Retirement:

Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis. \*

## Work Environment:

The YWCA embraces a family-friendly and flexible work environment.

## Employee Assistance Program

### (EAP):

Many benefits are available including professional development, counseling, family planning, discounts, and unlimited resources accessible to each employee and anyone living in their household.

\*Benefits are for full-time positions

eliminating racism  
empowering women  
**ywca**

without supervision at given times

- Valid driver's license
- Ability to regularly walk, climb stairs, carry/lift upwards of 75lbs, kneel, crouch, and stand for extended periods of time.

**Working Conditions:**

- Inside confined areas or crawlspaces on occasion.
- Be prepared to be exposed to all weather elements/conditions. This includes working outside in the rain or directly in the sun with high heat and humidity levels in the summer months or working in the freezing cold with snow/ice throughout the winter months.

**Immediately Responsible To:**

- Property Supervisor and Operations Manager