

eliminating racism  
empowering women

**ywca**

Northwest Ohio

## Facilities Monitor Job Description

July 2021

As an affiliate of an international membership organization, the YWCA of Northwest Ohio has devoted the past 150 years to eliminating racism and empowering women.

<b>Position:</b>	Facilities Monitor	<b>Wage:</b>	\$15.00
<b>Department:</b>	Victim Services	<b>Pay Basis:</b>	Hourly
<b>Reports To:</b>	Victim Services Director	<b>FLSA Status:</b>	Non-Exempt
<b>Hours/Week:</b>	40	<b>Benefits:</b>	Eligible at 1.0 FTE
<b>Employment Status:</b>	Regular Full-time		

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### Position Summary

Maintain a safe and clean environment in the emergency DV shelter.

### Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain the supplies needed in the emergency shelter including, but not limited to, hygiene, groceries, children's toys, kitchen supplies, and baby items.
- Receive donations from community donors, organize donated items, and coordinate pick-up for excess donations.
- Clean and sanitize resident rooms after resident exits.
- Clean and sanitize communal areas on a weekly basis.
- Maintain an orderly inventory of donations and supplies for DV shelter residents.
- Complete requests for clothing, toiletries, and supplies from residents.
- Conduct shopping for groceries and supplies.
- Supervise volunteer groups in completing assigned tasks.
- Attending all regularly scheduled meetings and training.
- Always maintain client confidentiality, and approach situations in a professional manner.
- Must be able to lift 30 pounds.
- Must be able to walk down four flights of stairs in a rapid motion while assisting clients to do the same procedure for both Tornado and Fire Drills.

### Organizational Culture:

Commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

### Prerequisite Qualifications

The candidate must meet the following criteria to be considered for employment in this position:

Minimum High School Diploma. Must maintain the privacy and confidentiality of all residents. Must treat all residents with dignity and respect.

**Physical Requirements**

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.

- Candidate must be able to lift up to 30 pounds
- Movement within office environment including up and down three flights of stairs
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Ability to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with children

**Acknowledgment:**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

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

Date \_\_\_\_\_