

Job Posting

January 30, 2019

POSITION

Porter

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$16.95/hr

REPORTS TO

Property Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Porter will perform a variety of building maintenance and cleaning tasks. The Porter will also assist the Superintendent with building repairs when needed. Responsibilities include:

- Assists the Super in the building where needed with the below described duties
- All floors must be swept and mopped on a daily basis
- All floors must be spray buffed on a weekly basis
- All floors must be stripped and waxed as necessary, minimum of twice a year
- All stairs must be swept and mopped on a weekly basis
- All bathrooms must be thoroughly cleaned and restocked daily
- Laundry room must be thoroughly cleaned once per day, more if needed
- Public space must be thoroughly cleaned once per day, more if needed
- All glass should be cleaned on a daily basis including lobby and management area
- All storage, utility, and work rooms must be kept clean and organized
- Shoveling of snow, sanding, salting, and scraping will be done as the weather demands
- All trash and recycling is to be readied for pick-up on the scheduled days. The building will be cleaned of all debris in all common areas including the grounds. The halls/common areas must be free from any obstruction (garbage, furniture, etc).
- The compactor room must be kept clean and organized at all times
- The recycling rooms must be kept clean and organized at all times
- All Graffiti will be cleaned from all surfaces as it appears (within 24 hours during the week and by the first Monday if it appears on the weekend.
- The parking lot and grounds will be maintained once per day
- All trash is to be removed from the parking lot and grounds on a daily basis
- The parking lot must be swept on a weekly basis
- The grass shall be maintained
- Fertilizer, weed killer, and seeding is to be applied as necessary
- Pruning of trees and shrubs is to be done as necessary
- Other duties as assigned

APPEARANCE: The Porter is a visible staff member of RiseBoro Community Partnership (RB) and must conduct himself/herself in a professional manner and exhibit a professional appearance. Uniforms must be worn during work hours.

PHYSICAL REQUIREMENTS: Porters are required to perform the physical requirements specified below

(N = Never, O = Occasionally, F = Frequently, C = Continuously)

Lifting/ Lifting/Carrying	N	O	F	C	Activity	N	O	F	C
10 lbs. or less				X	Bend				X
11 - 20 lbs.			X		Squat				X
21 - 40 lbs.			X		Kneel				X
41 - 60 lbs.		X			Twist/Turn				X
61 - 100 lbs.		X			Climb				X
Pushing/Pulling					Crawl			X	
13 - 25 lbs.			X		Reach Above Shoulder				X
26 - 40 lbs.			X		Type/Keyboard		X		
41 - 60 lbs.			X		Driving				
61 - 100 lbs.		X			Automatic		X		
100+ lbs.		X			Standard		X		
Comments: Porters are continuously on their feet and moving throughout the building and grounds.									

COMPETENCIES

- Detail oriented
- Organized
- Ability to successfully manage multiple relationships

SUBMIT RESUME TO

Bianca Fernandez
 bifernandez@riseboro.org