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, week 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)

<table>
<thead>
<tr>
<th>Lifting/ Lifting/Carrying</th>
<th>N</th>
<th>O</th>
<th>F</th>
<th>C</th>
<th>Activity</th>
<th>N</th>
<th>O</th>
<th>F</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 lbs. or less</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Bend</td>
<td></td>
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<tr>
<td>11 - 20 lbs.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Squat</td>
<td></td>
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<tr>
<td>21 - 40 lbs.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Kneel</td>
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<tr>
<td>41 - 60 lbs.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Twist/Turn</td>
<td></td>
<td></td>
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<td>X</td>
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<tr>
<td>61 - 100 lbs.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Climb</td>
<td></td>
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<td>X</td>
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<tr>
<td>Pushing/Pulling</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Crawl</td>
<td></td>
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<tr>
<td>13 - 25 lbs.</td>
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<td>X</td>
<td></td>
<td></td>
<td>Reach Above Shoulder</td>
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<tr>
<td>26 - 40 lbs.</td>
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<td>X</td>
<td></td>
<td></td>
<td>Type/Keyboard</td>
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<tr>
<td>41 - 60 lbs.</td>
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<td>X</td>
<td></td>
<td></td>
<td>Driving</td>
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<tr>
<td>61 - 100 lbs.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Automatic</td>
<td></td>
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<tr>
<td>100+ lbs.</td>
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<td>X</td>
<td></td>
<td></td>
<td>Standard</td>
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<td>X</td>
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</tbody>
</table>

**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
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