

JOB DESCRIPTION	
<u>Department</u> Accounting <u>Status</u> Non-Exempt	<u>Position</u> Day Porter <u>Reports To</u> VP-Finance
<p>While no Job Description can possibly include all duties that may be required by the Association, the following is a summary of the primary responsibilities of the position.</p> <p><u>Position Summary:</u></p> <p>We are seeking an energetic and reliable Day Porter to perform day-to-day building maintenance at our company facility. Overall duties will include removing debris, maintaining common room areas, restocking restrooms and responding to all cleaning and facility emergencies.</p> <p>The successful candidate will be highly organized, dedicated, and able to handle a variety of duties simultaneously. You will work with management to create an effective cleaning schedule, which will include your day-to-day routines and work timetable.</p> <p><u>Principal Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ Complete minor repairs and building improvements. ➤ Prepare conference rooms before and after important meetings. ➤ Clean and disinfect all common room areas including the breakroom, lobby, lounge areas, wellness room, telephone rooms, coffee galley, copy areas and door handles. ➤ Monitor, clean and service restrooms, hand sanitizer dispensers and water coolers. ➤ Replace lightbulbs, mop and vacuum floors and spot clean carpets when necessary. ➤ Respond to any major spills and safety hazards. ➤ Remove litter, rubbish and debris from common areas. ➤ Order supplies required for facility maintenance and common areas. ➤ Periodically clean glass walls and dust throughout office. ➤ Schedule contracted cleaning services for deep cleaning and disinfecting suite. ➤ Work with building maintenance when necessary. ➤ Adhere to Federal and State laws and regulation. ➤ Any other duties needed to help fulfill the Associations Mission, abide by the Association's Values and fulfill the Association's Strategic Objectives. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> ➤ High school diploma or GED preferred. ➤ One to two years janitorial or maintenance experience required. ➤ Ability to lift at least 50 pounds and operate basic cleaning equipment. ➤ Able to work safely with a variety of cleaning supplies and products. ➤ Able to work a flexible schedule when necessary. ➤ Must be reliable and professional. ➤ Prepared to execute all duties and responsibilities in a safe and timely manner with minimal supervision. 	