

<b>JOB DESCRIPTION</b>	
<u><b>Department</b></u> Accounting <u><b>Status</b></u> Non-Exempt	<u><b>Position</b></u> Day Porter <u><b>Reports To</b></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><b><u>Position Summary:</u></b></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><b><u>Principal Duties &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>➤ Complete minor repairs and building improvements.</li> <li>➤ Prepare conference rooms before and after important meetings.</li> <li>➤ Clean and disinfect all common room areas including the breakroom, lobby, lounge areas, wellness room, telephone rooms, coffee galley, copy areas and door handles.</li> <li>➤ Monitor, clean and service restrooms, hand sanitizer dispensers and water coolers.</li> <li>➤ Replace lightbulbs, mop and vacuum floors and spot clean carpets when necessary.</li> <li>➤ Respond to any major spills and safety hazards.</li> <li>➤ Remove litter, rubbish and debris from common areas.</li> <li>➤ Order supplies required for facility maintenance and common areas.</li> <li>➤ Periodically clean glass walls and dust throughout office.</li> <li>➤ Schedule contracted cleaning services for deep cleaning and disinfecting suite.</li> <li>➤ Work with building maintenance when necessary.</li> <li>➤ Adhere to Federal and State laws and regulation.</li> <li>➤ Any other duties needed to help fulfill the Associations Mission, abide by the Association's Values and fulfill the Association's Strategic Objectives.</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>➤ High school diploma or GED preferred.</li> <li>➤ One to two years janitorial or maintenance experience required.</li> <li>➤ Ability to lift at least 50 pounds and operate basic cleaning equipment.</li> <li>➤ Able to work safely with a variety of cleaning supplies and products.</li> <li>➤ Able to work a flexible schedule when necessary.</li> <li>➤ Must be reliable and professional.</li> <li>➤ Prepared to execute all duties and responsibilities in a safe and timely manner with minimal supervision.</li> </ul>	