

Porter

Our Porter person works closely with the maintenance team to provide outstanding customer service to our residents and will be responsible for the following:

- Cleaning storage room, bathroom and mailboxes
- Trash and recycling removal
- Mop floors in basement, elevators, trash room
- Sweep and vacuum lobby
- Cut up and stack cardboard
- Insure parking lots and side of building are clean and free of debris
- Maintain a clean and organized Porter room
- Insure light fixtures, camera lenses and globes in basement are all lit, clean and working
- Other miscellaneous duties as assigned

Qualifications for this position include the following:

- Strong customer service skills
- Must have an understanding of the English language
- Must be available for after-hours emergencies including Saturday's and Sunday's as needed
- Must have a valid driver's license