

JOB DESCRIPTION

Position Title	Department	Reports to
Porter	Environmental Services	Maintenance Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Per-Diem <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

Keeps premises of the building in clean and orderly condition by performing their assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans and polishes lighting fixtures, surfaces, and trim.
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and locker rooms and other work areas.
- Sweeps, scrubs, waxes, shampoos and polishes floor.
- Cleans rugs, carpets, upholstered furniture, and draperies.
- Washes walls, ceiling, and woodwork.
- Washes windows, door panels, and sills.
- Empties wastebaskets and ensure proper recycling methods.
- Transports trash and waste to disposal area.
- Replenishes bathroom supplies.
- Replaces light bulbs.
- Shovels snow.
- Delivers packages as needed
- Transports small equipment or tools between departments.
- Sets up tables and chairs in activity room or cafeteria.
- Responds and documents electronic work order
- Washes outdoor surfaces
- Uses protocols to clean biohazard waste
- Assist with furniture moving as needed

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Language Skills
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills
 - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Reasoning Ability
 - Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Computer Skills
 - To perform this job successfully, an individual should have knowledge of Internet software, database software and inventory software.
- Problem Solving
 - Identifies and resolves problems in a timely manner
 - Develops alternative solutions
 - Works well in group problem solving situations
 - Uses reason even when dealing with emotional topics
- Customer Service
 - Manages difficult or emotional customer situations
 - Responds promptly to customer needs
 - Solicits feedback to improve service
 - Responds to requests for services and assistance
 - Meets commitments
- Communication
 - Expresses ideas and thoughts verbally
 - Expresses ideas and thoughts in written form
 - Exhibits good listening and comprehension
 - Keeps other adequately informed
 - Selects and uses appropriate communication methods
 - Speaks clearly and persuasively in positive or negative situations
 - Listens and gets clarification
 - Responds well to questions
 - Able to read and interpret written information
 - Writes clearly and informatively
- Teamwork
 - Exhibits objectivity and openness to others' views
 - Gives and welcomes feedback
 - Contributes to building a positive team spirit
 - Puts success of team above own interests
 - Supports everyone's efforts to succeed
- Organizational acumen
 - Follows policies and procedures
 - Supports organization's goals and values

- Benefits organization through individual actions
- Supports affirmative action and respects diversity
- Ethics
 - Treats people with respect
 - Keeps commitments
 - Works with integrity and principles
 - Upholds organizational values
- Certificates, Licenses, Registrations
 - OSHA 10 preferred but not required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to wet and/humid conditions and moving mechanical parts.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.