



Porter 1

Job summary

We are looking for a highly-organized, energetic, Porter who enjoys a fast-paced work environment and takes ownership of all aspects of their work. The successful candidate will possess outstanding customer service, multitasking, and problem-solving skills, and the ability to react with appropriate levels of discretion and urgency to situations or events that require quick response and good communication. They will also demonstrate a strong sense of initiative, a collaborative work style, and a strong work ethic, taking pride in cleanliness, efficiency, and accurate record-keeping and documentation.

Physical aspects of the job include heavy lifting, carrying, transportation and manipulation of maintenance equipment and appliances, standing/walking for long periods, bending, kneeling, stooping, climbing, and balancing. This position requires some weekend and holiday work and the ability to be on-call for emergencies.

Responsibilities

Performs trash-out duties at vacated apartments on an as-needed basis and transfers to dumpster or storage area as directed.

Helps clean and maintain storage and shop areas.

Performs interior and exterior painting duties when requested. Carries buckets of paint from storage area to work site.

Distributes non-legal, resident communications to residents, e.g., upcoming events, pest control notices, and newsletters.

Performs light maintenance duties.

Responsible for responding to maintenance requests as directed and ensuring that work orders are responded to professionally and promptly.

Perform preventative maintenance and apartment turns including painting, diagnosing repairs, and assisting with electrical, plumbing, carpentry, drywall, appliances, etc.

Inspect buildings and grounds for safety and cleanliness, and work with outside contractors as needed.

Requirements

High school diploma or equivalent

Excellent verbal and written communication skills

Effective customer service skills

Ability to multi-task with strong attention to detail

Current driver's license and proof of automobile insurance

Drug and background test



Porter 2

Job summary

The Porter handles a variety of tasks simultaneously, while also delivering a high level of customer service. This role is responsible for the daily upkeep of all public spaces within the interior and exterior of the building and is not limited to the following areas: grounds, amenities, building exteriors, leasing and management offices, and residential apartments.

Responsibilities

- Greet residents in a cheerful and welcoming manner
- Entrances and lobby to be broom swept & mopped
- Cleaning main entrance glass door
- Vacuum common area corridors
- Spot clean carpets as needed
- Light fixtures in common space to be dusted as needed
- Common area millwork to be maintained free of dust
- Removal of trash/cardboard in refuse rooms
- Cleaning/Disinfecting of refuse/compactor rooms
- Garbage to be trained and staged as per property directive to the dedicated area to be picked up as per local municipality ordinance
- Elevator walls to be polished
- Mop spillage
- Maintain cleanliness & disinfect public lavatories
- Ensure public lavatories have supply/toiletry replenishment provided by the property
- Clean interior and exterior surfaces of lobby windows, windowsills, and doors.
- Clean empty apartments following move outs
- Lift and move equipment and furniture as requested
- Fitness center equipment to be kept dust free
- Dog park station to be cleaned as directed

Requirements

- High school diploma or GED
- Must be able to lift a minimum of 30lbs
- 0-1 year experience in housekeeping, janitorial, or related professional area
- Ability to clearly and pleasantly communicate verbally with residents, management, and co-workers



Strong time management skills, attention to detail and thoroughness

Porter 3

Job summary

The Porter reports to the [Facilities Manager](https://100hires.com/facilities-manager-job-description.html) and will perform day-to-day building maintenance at our facilities. Overall duties will include removing debris, maintaining common areas, restocking bathrooms, and responding to all cleaning emergencies.

Responsibilities

- Assist with minor building repairs
- Clean all common room areas including the cafeteria, lobby, restrooms, or other areas as assigned
- When applicable, place safety hazard signs in the building including wet paint and wet floor warning signs
- Monitor, clean & service restrooms
- Respond to any major spills or other cleaning crises
- Remove litter and rubbish from main common rooms and exterior of campuses
- Help maintain inventory of supplies required for facility maintenance
- Understand and follow oral and written instructions
- Be able to walk, bend, crawl, and reach for extended periods
- Performs other duties as assigned by the Facilities Manager

Requirements

- Must be organized, dedicated, and proven time management capabilities
- 6-12 months porter experience
- Must be reliable and professional
- Must be able to lift up to 50 pounds
- Must be comfortable and able to work on a ladder
- Must be able to work independently without direct supervision
- Must be able to comprehend instruction given in English
- Must have good communication skills

Porter 4

Job summary



Perform site janitorial functions, as it involves a thorough cleaning of equipment and facilities to conform to proper sanitation standards daily. Will ensure placement of materials and organize facility supplies. Responsible for delivery and pickup of parts merchandise, equipment, and vehicles as directed. Will also assist the rest of the staff, as directed, in their efforts to manage the property efficiently.

Responsibilities

Handle routine cleaning duties, keeping service areas, offices, breakrooms, and restroom facilities neat and orderly (to include trash pick-up, mopping, sweeping, laundering, assembly and installation of office products, etc.)

Responsible for picking up and returning parts as needed.

May handle vehicle onsite/make-ready inspections and basic maintenance.

Maintains awareness of proper safety precautions at all times.

Constantly observes the condition of the property throughout the site and immediately reports and/or initiates action to correct unsafe conditions.

Requirements

Must be dependable

Excellent customer service skills, both verbal and written

Must be willing to drive within a locally assigned territory

Must be able to transport and drive and locate destinations using maps/directions accordingly

High School Diploma or GED

Clean driving record with valid driver's license

Porter 5

Job summary

As a Porter, you will be responsible for maintaining the common areas of the property and apartments before move-in. Your efforts ensure that the property has the best possible curb appeal at all times and that the resident experience is maximized at all times.

Responsibilities

Consistently demonstrate exemplary principles of customer service and teamwork.

Maintain a safe, tidy, and sanitary clubhouse, office, model, and all other common areas.

Ensure that the property is free of trash, debris, and animal waste.

Ensure the cleanliness of the dumpster areas and necessary preparation for trash pick-up.

Ensure that the grass and landscaping are well maintained, including the watering of flowers.

Ensure the best possible appearance of each apartment before new residents move in.



Advise supervisor of items needing additional attention in the apartment; i.e. ripped carpet, torn linoleum, window or door repair, etc.

Assist with apartment turnovers as directed.

Communicate with the Property Manager or Service Manager regarding any problems with maintenance or curb appeal that requires further attention.

Respond appropriately to emergencies, according to policies and procedures.

Participate in and attend all required in-service training sessions.

Ensure understanding and compliance with all policies and procedures.

Contribute to resident satisfaction by ensuring that customer's expectations are met or exceeded.

Requirements

Ability to organize and manage multiple priorities

Positive attitude, enthusiasm, and energy while providing exceptional customer service

Ability to use hand and power tools

Must be able to lift 50 lbs.

Must be able to stand, walk, and complete physical labor for up to eight hours per day

Ability to communicate and comprehend in English

High School Diploma or G.E.D.

Porter 6

Job summary

We are seeking a reliable Porter who can handle a variety of tasks simultaneously, while also delivering a high level of customer service. The Porter will be responsible for greeting guests as they check in at the front desk and maintaining the visual appeal of the amenity space through daily cleaning and upkeep. The ideal candidate for this position has a positive attitude and is dedicated to making each resident's experience within the amenity space as pleasant as possible.

Responsibilities

Provide professional cleaning service for luxury amenity spaces; including, gyms, locker rooms, steam rooms, wet areas, kitchens, spas, etc.

Perform any cleaning duties as assigned to help establish and maintain showroom quality at all times.

Polish fixtures and glass areas, with attention to fine details.

Adhere and adapt to all current and new policies, procedures, and initiatives.

Report any unsafe conditions or situations that require attention to your manager.



Provide a high level of service to all residents and guests.

Complete daily tasks that include, but are not limited to vacuuming, sweeping, removing trash, replacing toiletries, restocking all paper goods and cleaning products, etc.

Work with other team members to help set up and clean up special events throughout the facility.

Perform other additional duties and responsibilities specific to the location/building upon the request of your manager.

Requirements

Prior experience in maintenance is encouraged. Individuals must present exceptional customer service skills, organization, communication, and multi-tasking abilities, as well as have a clear understanding of what constitutes a clean and sanitary environment.

Some physical requirements may include; the ability to kneel, bend, reach, climb, stand for long durations of time, and lift at least 40 pounds at a time.

Obtaining a High School Diploma / GED, speaking multiple languages, and experience with software platforms such as Salesforce is a plus.

Porter 7

Job summary

Porters ensure that all types of buildings are neat, clean, free from clutter, and safe. Porters will pick up trash, sweep, mop, vacuum, or use industrial cleaning equipment to clean floors, and clean and stock bathrooms.

Responsibilities

Completes assigned tasks within the required time limit/or within the company's expectations as directed by the customer

Performs cleanings tasks based on the defined scope of work and customer requests

Follows all company policies and procedures

Works safely and within guidelines

Wears uniform at required worksites

Uses floor machines for, vacuuming and carpet cleaning within proper operating guidelines

Performs repetitive work according to set procedures and pace

Attends periodic training and safety meetings when required

Requirements

High school diploma or equivalent plus 1–3 years of hands-on experience in a similar or related role(s)



Interpersonal Skills: Be friendly and pleasant

Mechanical Skills: understand how to work industrial equipment like floor buffers, and industrial floor washers, and fix small building problems, like leaky faucets or faulty light switches

Must maintain a neat appearance. A uniform is required at some worksites

Must be able to understand and anticipate the needs of the client

Must be punctual

Understand and read in English

Listening and verbal communication skills

Porter 8

Job summary

The position is responsible for maintaining cleanliness and presentation while creating a positive, safe, and organized work environment.

Responsibilities

Clean designated assigned common areas. This includes but is not limited to sweeping, mopping, vacuuming floors, dusting, polishing furniture, cleaning glass, etc.

Troubleshoot/repair resident service requests. This includes but is not limited to appliance repair, HVAC repair, plumbing, and electrical.

Maintain property exterior maintenance and presentation. This includes but is not limited to watering flowers, leaf clean up, cleanliness of breezeways, trash pick-up, etc.

Assist maintenance with suite turnover and work requests. This includes but is not limited to changing light bulbs, painting, caulking, shampooing carpet, furniture placement, replacing HVAC filters, etc.

Maintenance Coverage after hours (as needed) - execute on-call rotation schedule to handle service requests outside of normal business hours.

Property Emergencies – responsible for emergencies that may arise outside of normal business hours. I.e. flood, fire, power loss, etc.

Snow Removal – responsible to make sure property is always clear and accessible during snowfalls.

Requirements

Minimum of one to two years of maintenance and/or janitorial experience.

Demonstrated strong guest service skills.

Demonstrated energetic, self-motivating, and "can do" positive attitude.



High-level cleanliness and presentation standards.

Porter 9

Job summary

Our Porters keep us lookin' good! This role is responsible for the daily upkeep of all public spaces of our building while maintaining a professional and friendly demeanor.

Responsibilities

Always greet residents in a cheerful and welcoming manner

Vacuum corridors

Dispose of liter & empty trash/recycle receptacles

Cleaning of refuse/compactor rooms

Ensure floors are mopped and clear of spills/debris

Inspect all public restrooms for cleanliness and supply replenishment

Clean interior and exterior surfaces of lobby windows, windowsills, and doors.

Lift and move equipment and furniture as requested

Requirements

High school diploma or GED

Must be able to lift a minimum of 30lbs

0-1 year experience in housekeeping, janitorial, or related professional area

Ability to clearly and pleasantly communicate verbally with tenants, management, and co-workers

Strong time management skills, attention to detail and thoroughness

Porter 10

Job summary

This position is primarily responsible for the cleanliness, upkeep, and safety of the building and grounds.

Responsibilities

Sweeping, Mopping, Floor stripping, and Waxing

Glass and Window cleaning, Dusting

Trash collection and removal



Carpet vacuuming

Vacant Apartment Cleaning including appliances

Requirements

High School diploma or equivalent

One year or more of Porter experience (building cleaning experience will be considered)

Heavy lifting (50+ lbs.) is required

Experience with the use of building compactors and vacuums

Landscaping skills a plus

Bi-Lingual skills a plus