

Episcopal Social Service Job Description

Job Title: Porter
Department: Facilities
Reports To: Director of Facilities Management

Job Summary: Responsible for cleaning and maintenance of Episcopal Social Services in order to ensure the safety, and cleanliness of all ESS facilities.

Essential Functions

- Cleans the clinic in accordance to OSHA regulations.
- Cleans classrooms in accordance to OSHA regulations.
- Cleans assigned office area, including the emptying of all garbage cans, the vacuuming of hallways and carpets, and the preparation of all recyclable garbage for pick-up.
- Maintains and cleans all bathrooms, ensures that all bathrooms are fully stocked with toilet paper, C-fold towels, liquid soap, etc.
- Cleans kitchen including countertops and coffee machine daily.
- Maintains and cleans all light fixtures
- Set up conference rooms for meetings and sets up providing refreshments when needed.
- Dusts cubicles, partitions and tops of file cabinets once a week.
- Distributes memos and deliveries as needed.
- Closes all entrances, ensures that all machinery is turned off, doors and windows are locked and security system is armed.
- Assists Office Manager in conducting bi-weekly inventory of janitorial and cleaning supplies.
- Assists in preparation and distribution of mail when Office Manager is absent.
- Removes snow from front entrance of facility when it snows.
- Other related tasks that may be assigned

Qualification

- High School graduate with at least two years Office Maintenance or similar experience.
- Basic mechanical, plumbing and electrical knowledge
- Attention to detail
- Valid Driver's license
- Ability to be a team player, flexibility

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of ESS that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to an individual's perceived or actual race, creed, color, national origin, alienage, citizenship status, gender, gender identity, age, disability, marital status, partnership status, sexual orientation, ethnicity, religion, or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

Physical Requirements: Must have the ability to complete all standard administrative and support tasks including but not limited to climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30lbs. Must be able to travel from the various locations and sites of ESS