

Position Description

PORTER

Reports To: Property Manager

POSITION SUMMARY

The Porter is responsible for maintaining the cleanliness, safety, and overall appearance of a property, including common areas, grounds, and facilities. They assist with basic maintenance tasks, handle trash disposal, and support the maintenance team as needed to ensure a well-kept and welcoming environment for residents, employees, and visitors.

ESSENTIAL FUNCTIONS

Duties and responsibilities include but are not limited to the following:

General Maintenance & Cleaning:

Keep common areas, hallways, lobbies, and restrooms clean and presentable.
Sweep, mop, vacuum, and remove trash regularly.
Clean windows, doors, walls, and other surfaces as needed.

Grounds keeping:

Maintain the cleanliness of outdoor spaces, including sidewalks, parking lots, and green areas.
Remove debris, leaves, and litter from the property.
Assist in light landscaping tasks such as watering plants and trimming bushes.

Trash & Waste Management:

Collect and dispose of garbage from trash bins and designated areas.
Ensure proper recycling and waste disposal procedures are followed.
Assist with bulk trash removal and coordinate pick-ups when necessary.

Light Maintenance & Repairs:

Assist maintenance staff with minor repairs, such as changing light bulbs, tightening fixtures, and unclogging drains.
Report maintenance issues, damages, or safety hazards to the appropriate department.
Help with setting up or moving furniture, equipment, or supplies as needed.

Resident & Staff Assistance:

Provide assistance to residents, guests, and staff as needed.
Respond to requests promptly and professionally.
Ensure property rules and regulations are followed in common areas.

Safety & Compliance:

Follow all safety guidelines, policies, and procedures.
Identify and report any potential security or safety concerns.
Use cleaning and maintenance equipment properly and safely.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Strong attention to detail and ability to work independently.

Good communication and teamwork skills.

Basic knowledge of cleaning supplies and maintenance tools.

May require lifting heavy objects (typically up to 50 lbs).

May work early mornings, evenings, weekends, or holidays depending on property needs.

EDUCATION AND EXPERIENCE

High school diploma or equivalent (preferred but not always required).

Previous experience in janitorial, housekeeping, or maintenance roles is a plus.