



Job description

PORTER

The Porter performs duties as necessary for the cleanliness, appearance, and safety standards of the Durham Center for Senior Life and works cooperatively with the Facilities staff to maintain excellent standards of facility care. This position reports directly to the Facilities Operations Manager.

RESPONSIBILITIES SHALL INCLUDE:

- Clean and sanitize restrooms, break rooms and common areas, daily.
- Collect trash and debris. Dispose of waste properly from building grounds.
- Vacuum carpets daily.
- Bag and dispose of trash into receptacle daily.
- Execute light and deep cleaning projects quickly and efficiently.
- Help maintain accurate inventory of cleaning and janitorial products.
- Maintain courteous communication with diverse Staff and Participant groups.
- Attend mandatory staff training and meetings.
- Follow established safety protocols and guidelines. Adhere to company policies and procedures.
- Other related cleaning and housekeeping duties, as assigned.

QUALIFICATIONS:

At least 18 years of age.

High School Diploma or GED preferred.

(6) Months Custodial Experience preferred.

Commitment to maintaining a clean and safe environment. Ability to learn and utilize safe work practices.

Positive and team focused attitude.

Knowledge of disinfectants, equipment and materials used in custodial work preferred.

Ability to stand for extended periods of time.

Ability to respond courteously to inquiries or complaints from staff and Center Participants.

Strong attention to detail and time management skills.

Ability to work reliably and effectively without supervision.

Non-Exempt position

Job Type: Part-time

Salary: \$13.50 per hour

Benefits:

- Vision
- Dental
- Paid Time Off

Schedule: Day shift

Ability to commute/relocate:

- Durham, NC 27701: Reliably commute or planning to relocate before starting work (Required)

Experience:

Work Location:

- In person