














**Job Title:** Day Porter

**Reports to:** Operations Director / Manager

**Position Purpose:** The primary responsibilities involve the upkeep of the facility to enhance and maintain the look of it. The porter will have multiple responsibilities to help facility function throughout the day.

**Major Job Functions:**

-  Customer Service Representative for building occupants
-  Spot clean designated areas based off the customers' needs
-  Clean secured areas
-  On call for emergencies within the facility
-  Police parking lot for debris
-  Order supplies for facility
-  Communicate cleaning issues or concerns to the manager
-  Communicate needs to the facility
-  Eyes and ears of the facility, for maintenance issues
-  Sweeping cigarette butts
-  Salting or shoveling snow when needed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date