Downloaded from <https://www.velvetjobs.com/job-descriptions/utility-porter>

# Example of Utility Porter Job Description

Our innovative and growing company is looking to fill the role of utility porter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for utility porter

* Maintain furniture, office equipment, floors, walls, rugs, stairwells, lounges, bathrooms, lobbies, elevators and locker and storage facilities
* Maintain the safety and cleanliness of all exterior and walkways in assigned areas by sweeping, moping or with shovels, ice melting chemicals
* Maintain cleaning logs and inventory for supplies, hardware and equipment
* Report any visible damage, malfunctions and accidents involving the Institute''s equipment or property to the supervisor
* Serve as relief truck driver or truck assistant to pickup and deliver packages, furniture and equipment
* Shampooing carpets
* Polishing marble
* Operating sweepers, scrubbers, buffers, walk behinds and various other floor machines
* High cleaning and/ or dusting
* Cleaning ashtrays and replacing sand

## Qualifications for utility porter

* Ability to lift approximately 30 - 35 pounds repeatedly
* Ability to perform reaching, stooping, stretching, crouching, and twisting motions repeatedly
* Ability to push approximately 300 - 350 pounds
* Visual capabilities needed to inspect their own work upon completion
* Ability to climb up and work from ladders
* At least 6 months experience in a similar position