



# Example of Porter Job Description

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Our growing company is searching for experienced candidates for the position of porter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for porter

- Handle special request projects and one-off tasks
- Cleaning public areas and apartments
- Moving appliances and furniture
- Removing garbage and lifting furniture into a dumpster
- Using an automated compactor appropriately
- Keeping the porter supply closets neat and organized
- Writing in logs and recording information as requested by supervisor
- Assisting mechanics and providing security at the front desk or other areas of the building
- Assisting the Lead Porter and the Superintendent as needed
- Maintain all grounds

## Qualifications for porter

- Manage guest flow
- Maintain the highest cleaning standards in public areas and any other cleaning duties allocated by the manager on duty
- Sell and book activities in Queenstown
- Previous experience in a similar role preferable
- Knowledge of Opera or similar PMS is an advantage, but not necessary
- Daily testing of Pools and Spas, where required