



# Example of Porter Job Description

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

## Responsibilities for porter

- Manipulate trolleys, wheelchairs, beds
- Assists with administration of maintenance functions, , tracking of inventory, maintaining updated records in relation to Pool Log
- Cleans in between machines, ash trays, trash cans, restrooms, offices, public areas, windows, clubhouse, counter tops, furniture, and any other decorative objects in the racing or common areas
- Must be able to stand and work in a noisy, smoke filled environment
- Instructions, responds to management direction
- Associates are expected to come to work punctually every scheduled work day, presenting a professional and positive Company image in keeping with the objectives of the Company and the residents and/or tenants welfare
- Clean and maintain all convenience centers
- Clean and maintain warehouse aisles and product slots
- Clean spills including damaged product, oil, grease, broken glass, May require use of sawdust, brooms, mops, or shovels
- May clean and maintain warehouse restrooms through use of disinfecting products

## Qualifications for porter

- Able to communicate with multidisciplinary staff members
- Able to use machinery required for rug and floor maintenance
- Full-time, 7-3 pm with every other weekend
- Australian working rights

- Must have fast paced work experience