



Example of Porter Job Description

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Our innovative and growing company is hiring for a porter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for porter

- Ensure lights are turned off and doors are locked when appropriate
- Empty and clean all wastebaskets in the soiled utility rooms, and various other areas throughout facility, and transport to the dumpster
- Cleans assigned areas by washing furnishings with appropriate cleaning solutions
- Dry and wet mop all bathroom floors and landings and operates buffing equipment
- Perform heavy duty cleaning of floors and carpets
- Clean and maintain front of building, outside and smoking areas
- Moves furniture and equipment (such as mattresses, beds and bedside stands) by use of handcarts or dollies
- Will perform the duties of housekeeping and laundry according to workload demands and staffing shortages and as scheduled
- Cleans and performs routine maintenance on equipment and reports equipment needing further repair
- Demonstrates promotes and integrates the mission of the Sisters of Providence Health Systems and its core values in daily work activities

Qualifications for porter

- Minimum 1 year experience in a similar customer focused role, with 4-5 star hotels preferred

- General understanding of the Microsoft suite, property management software preferred
- May be exposed to constant activity that requires intermittent standing, bending, crouching, pushing/pulling, lifting/moving/carrying (light to heavy weight material/appliances/ equipment), climbing ladders/stairs, and walking on rooftops
- Requires manual dexterity sufficient to operate small-motorized equipment (i.e., repetitive hand/wrist, gripping and elbow motion)