



Position Title: Porter
Position Status: Full-time
FLSA Classification: Non-Exempt
Reports To: Director of Facilities

Position Purpose

The Porter will help maintain the cleanliness of the campus and assist with moving and setups as needed and assigned by the Director of Facilities.

Essential Functions

- Performs the daytime cleaning, housekeeping, and light-moving tasks and services throughout the campus.
- Picks up trash and litter, and empties trash & recycling containers in hallways and common areas.
- Assists with the cleaning and sanitizing of shared facilities and common spaces, including restrooms and Cafeteria.
- Examines property for safety hazards and maintenance needs; reports problems to the facilities team.
- Ensures that the cleaning & janitorial supplies, soaps & sanitizers, and paper goods are stocked and operational.
- Modifies the scope of cleaning and maintenance based on the specific needs of particular areas.
- Assists with events and setups as needed and assigned by the Director of Facilities or his designee.
- Performs other related duties as assigned by the Director of Facilities or his designee.

Qualifications

- High school diploma or equivalent required.
- Thorough understanding of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- The ability to perform basic repairs and operate tools or equipment used in routine housekeeping.
- The ability to keep the property clean and orderly.
- Good interpersonal skills with a polite demeanor toward staff, customers, clients, and visitors to the property.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.

Physical Requirements and Work Environment

- Regularly use close and distance vision.
- Able to move around all school environments.
- Prolonged periods of standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.

Application Procedures

To be considered, candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#).

Springside Chestnut Hill Academy is an Equal Opportunity Employer.