

JOB DESCRIPTION FOR PORTER

- Inspect all public lavatories per shift for cleanliness and maintenance of an adequate supply of toiletries for replenishment of soap, hand towels, toilet paper, sanitary products, toilet seat covers. Clean mirrors, wipe down sinks and toilets, and remove dirt, stains, trash. Floors around toilet fixtures and under urinals should be mopped a minimum of once per day. On scheduled session days, floors around toilets and under urinals must be mopped per scheduled shift using disinfectant cleaner.
- Public areas are to be continuously policed and picked up throughout the day for removal of all litter, damp mopping spillages, emptying of trash receptacles, and removal of spots and/or graffiti from wall and column surfaces.
- Building entrances are to be policed for removal of all litter, debris and trash, including cigarette butts during the course of the work day. Entrances should appear neat and orderly at all times.
- Pick up trash as required/requested.
- Perform all assigned cleaning tasks assigned via the work order system.
- Clean interior and exterior surfaces of lobby windows, windowsills and doors.
- Spot cleaning of public display cases and display items such as statues and plaques, and brass rails and vestibule areas.
- Check elevator cabs, vacuum out elevator cabs, clean off cab doors, outside call and interior cab buttons and interior walls, and remove and/or clean up any debris or soil such as cigarette butts, chewing gum, coffee spills, graffiti, etc.
- Install and remove elevator protection pads on an as-needed basis.
- Police the assigned exterior perimeter of the buildings to remove cigarette butts, papers, litter and other debris. Sweep standing water and ensure that the area is in a neat and orderly condition. Additional clean up required beyond normal policing may be required from time to time.
- Removal of trash from trash cans/receptacles on the exterior property and replacement of trash can liners. Clean trash cans and receptacles monthly.
- Clean vertical and horizontal surfaces of building porticos.
- Place and remove carpet runners in lobby areas as required by weather conditions. Perform minor snow removal maintenance services as directed, including minor shoveling, sanding, salt spreading and sweeping of walkways and footpaths.
- Complete assigned "work orders", including, but not limited to: moving of office-related furniture, equipment and supplies on an as-needed basis; requests for delivery of extra bottles of water for water coolers during the day; and cleaning the interiors of small office refrigerators and defrost periodically. Work orders will also include tasks related to function set-ups and take downs.
- Position may consist of continual lifting and moving equipment and furniture
- Snow removal is considered an emergency
- Utility work might be required – Buffing, stripping, shampooing and waxing.
- Wiping of desk, dusting (low and high), vacuuming.
- Where and when required, some handy work required, GSI will determine the scope of work.
- Polite and courteous to the tenants and the public.

Knowledge and Skill Requirements:

- Minimum of 1 year Porter experience
- Strong communication skills
- Must be willing to work assigned hours

Physical Demands and Work Environment:

- Ability to conduct face-to-face discussions with individuals or groups at all professional levels
- Work in close proximity to others
- Work outdoors in all changing weather condition in geographical area
- Standing and/or walking, sitting, stooping, or kneeling

The requirements and duties described above may be modified or waived by the Company or PMO in its sole discretion without notice.