



GODDARD RIVERSIDE COMMUNITY CENTER

Title: Maintenance Porter – Non GRCC Employee	Program: West 140 th Street – 140 West 140 th Street, NY, NY 10030
Supervisors: Superintendent (direct) and Building Manager (indirect)	Days/Hours: Wednesday to Sunday, 8am-5pm or 11am – 8pm (depending on rotation cycle)
Category: Full-time, hourly	Last Updated: January 2018
Program Description: West 140 th Street is a supportive housing residence that provides 48 units of affordable housing for those that were formerly homeless with a mental disability.	
Essential Duties: <ul style="list-style-type: none">• Work collaboratively with other building staff to assist tenants, staff members, visitors, and clients to ensure the property is maintained in decent, safe, and sanitary condition.• Perform day-to-day janitorial activities as assigned, including but not limited to, cleaning and maintaining building – elevators, stairways, corridors, windows, floors, laundry room, vacant apartments, bathrooms, offices (occupied, or unoccupied), refuse closets, mechanical rooms, community rooms, kitchens, etc.• Perform routine maintenance on grounds – perimeter, garden, rear yard, trash rooms, etc., including but not limited to sweeping, hosing, shoveling snow, spreading ice melt, and removing garbage and debris.• Perform regular floor care, including but not limited to, sweeping, mopping, vacuuming, polishing, buffing, waxing, sealing, stripping, steam cleaning, and disinfecting.• Bag and dispose of trash, garbage and recyclables to meet Department of Sanitation regulations.• Keep receptacles and recycling areas clean and sanitary.• Prepare spaces for meetings and events as needed.• Report any need for maintenance repairs or safety concerns to your supervisor immediately.• Other related duties as may become necessary or as directed by your supervisor.	
Qualifications: <ul style="list-style-type: none">• High school diploma or equivalency certificate required.• Comply with background and fingerprint check required by funding agencies.• Able to multitask and manage time effectively.• Able to work independently and perform required tasks effectively without supervision as needed.• Excellent communication skills necessary.• Team-player• Preferred 2 years experience in building and grounds maintenance.	
Physical Requirements: <ul style="list-style-type: none">• Frequent walking, bending, kneeling, climbing, and lifting.• Able to lift up to 50 lbs	
Work Environment: Indoor and outdoor areas of a building that houses a supportive housing residence, social services office and community service organizations.	
Contact Information: Send all resumes to gtorres@goddard.org .	

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related task other than those specifically presented in this description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.