Building Porter Job Description

Maintenance porter wanted for residential building. The responsibilities of this position include:

- Maintaining the cleanliness of the building including common areas, exterior grounds, and compactor/ trash rooms
- Preparation of available apartment homes as well as maintenance repair typically associated with an apartment home

Customer service, presentation, communication, teamwork and work ethic are vital assets for this position. Work is mostly indoor with some outdoor and seasonal work. Position will receive on-the-job training from peers and superiors.

Abilities and skills:

- Learn quickly
- Follow directions
- Observe, report and address deficiencies
- Work in a team environment
- Ability to multitask
- Forklift experience a plus

Requirements:

- Minimum one year successful and relevant work history
- Must be eligible to work in the US

Job Type: Full-time