

## **DAY PORTER POSITION (Part-Time)**

**Part-Time position available:** We are currently seeking an energetic and highly motivated individual to join our team as Day Porter. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. Flexibility to pick up evening shifts when required.

The Day Porter will be responsible for cleaning and sanitizing, meeting rooms, classrooms, restrooms, kitchen, dining room and other common areas. Other task may also be assigned by the Facilities Administrator.

**Schedule:** 5 days a week with 2 days off.

**Shift:** Daytime (Some evenings shifts are to be expected)

**Hours:** 20 - 24

### **DUTIES:**

- Work independently, ability to learn and follow instructions with little or no supervision.
- Dusting, vacuuming, sweeping, mopping and window cleaning.
- Monitoring and servicing restrooms.
- Refill all paper and soap dispensers.
- Cleaning all common areas, rooms, kitchen, recycle bins, indoor and outdoor trash bins and surroundings of the dumpster area.
- Assist in meeting and event setups and tear downs.
- Assist facilities administrator with small task.
- Use industrial cleaning supplies and equipment.
- Restock and maintain cleaning supply and janitorial closets
- Responsible for requesting cleaning equipment and cleaning supplies as needed.
- Maintain equipment in safe, clean and orderly manner.
- Adhere to safety procedures.
- Report any unsafe or hazardous conditions immediately to supervisor.
- Perform other duties as assigned by the Facilities Administrator.
- Flexibility to serve as backup or fill-in for the night shift custodial staff person on his/her day off or out sick.

### **QUALIFICATIONS:**

- Must have Janitorial experience.
- Must be able to report to work on time.
- Must be able to bend, stoop, kneel, squat, twist, reach, pull and sometimes lift heavy objects of 30 or more pounds, climb small ladders and walk up stairwells.
- Must be able to pass a criminal background check.
- Must be authorized to work in the United States.
- Must speak some English.
- Knowledge of stripping & waxing tile flooring is preferred but not required.

### **We offer:**

- Flexibility in scheduling when needed.
- Paid Vacation and Paid Sick Time.

**Apply:** Send your resume with at least three job references and their contacts to; [jobs@oakhillumc.org](mailto:jobs@oakhillumc.org)