



Janitor / Porter Job Description

Starting Salary: \$15.50/hourly

Summary of Organization

St. Francis Friends of the Poor (SFFP) provides permanent and affordable housing with onsite supportive services for adults living with a chronic mental illness. Our goal is to help this fragile population live in the community with dignity and respect. Within three Supported Single Room Occupancy Residences (Supported SRO's) located in mid-town Manhattan, residents receive assistance with their mental, physical, and social needs from a team of caring professionals.

Summary of Position

The role Janitor/Porter is to maintain the Residences' cleanliness and to ensure the buildings are safe & hazard free. This position is responsible for performing janitorial duties within the Residence and related areas. Knowledge or willingness to learn proper cleaning techniques is essential. Additional responsibilities entail oversight and upkeep of the facilities.

This position can be full-time, part-time or on-call based on the scheduled shift(s) and reports directly to the Building Manager, Assistant Building Manager, and Maintenance Supervisor.

Status: Full-time; regular; non-exempt

Primary Duties & Responsibilities

- *Clean & disinfect building floors by sweeping, mopping, scrubbing, and/or vacuuming them.*
- *Clean & disinfect building walls and stairwells.*
- *Gather and empty trash, clean and disinfect garbage pails, as needed; put garbage out to street for pick-up.*
- *Service, clean, disinfect and supply restrooms.*
- *Clean & disinfect kitchen & food pantry.*
- *Clean & disinfect and polish furniture and fixtures.*
- *Clean & disinfect windows, glass partitions, and mirrors.*
- *Clean & disinfect all commonly touched surfaces (doorknobs, stair rails, elevator buttons, etc.)*
- *Dust office desks, furnishings, and office equipment.*
- *Properly care for & maintain tools and equipment.*
- *Strip & wax floors as instructed.*
- *Mix water, detergents, or acids into containers to prepare cleaning solutions according to specifications.*
- *Clean and restore building interiors damaged by fire, smoke, or water using commercial cleaning equipment.*
- *Clean kitchen stoves, refrigerators, microwaves, sinks, cabinets, and countertops weekly.*
- *Follow instructions and/or procedures for the proper use of chemical cleaners and power equipment to prevent damage to floors and fixtures.*
- *Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.*

- *Move heavy furniture, equipment, and supplies either manually or by using hand trucks.*
- *Notify managers concerning the need for major repairs or additions to building operating systems.*
- *Maintain exterior of building by ensuring that all sidewalks, entrances, and exits are clear of all debris, water, snow, ice, and garbage.*
- *Remove snow from sidewalks and communal areas by using snow blowers and snow shovels then treating the cleared areas with snow melting chemicals.*
- *Request supplies and equipment needed for cleaning and maintenance duties.*
- *Receive deliveries, stock, and maintain supply rooms including but not limited to building materials, food, and other deliveries to the Residence.*
- *Keep and maintain inventory log of cleaning supplies.*
- *Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets, holidays, and meetings.*
- *Prepare rooms for the remediation of bed bugs, including but not limited to securely packaging all linens and clothing, drying linens, and clothing at a temperature of 122 degrees for a minimum of 30 minutes, pulling furniture away from the walls, standing mattress upright against a wall, & remove clutter from walls and floors.*
- *Spray insecticides and fumigants to prevent insect and rodent infestation, as instructed.*
- *Clean & disinfect tenant rooms, as instructed; including but not limited to preparing vacated apartments for new tenants.*
- *Change tenants' bed linens on a bi-weekly basis and as instructed.*

Qualifications

Education & Experience

- *High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.*
- *Demonstrated interpersonal, collaborative, and relationship-building skills; ability to interact positively with Tenants and staff.*
- *Ability to manually lift and move at least 50 pounds.*
- *Ability to walk, stand and climb multiple flights of stairs repeatedly throughout the day.*
- *Manage basic maintenance, building repairs, cleaning, and other janitorial work.*
- *Basic math skills.*
- *Able to work safely with a variety of cleaning supplies.*
- *Able to use basic cleaning equipment.*

Personal Characteristics

- *Behave Ethically: Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.*
- *Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.*
- *Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.*
- *Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.*
- *Focus on Stakeholder Needs: Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.*

- *Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.*
- *Lead: Positively influence others to achieve results that are in the best interest of the organization.*
- *Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.*
- *Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.*
- *Plan: Determine strategies to move the organization forward, set goals, create, and implement actions plans and evaluate the process and results.*
- *Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.*
- *Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.*
- *Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.*
- *Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.*

St. Francis Friends of the Poor, Inc. is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to age, color, disability, gender identity, national origin, race, religion, sex, sexual orientation, Veteran status, or other legally protected characteristics.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

