

Job Description: Janitorial Porter
Department: Guest Services
Reports to: Senior Porter
FSLA Status: Non-Exempt



Position Summary: The Janitorial Porter performs a variety of custodial and general maintenance functions to maintain cleanliness, care, use of and access to the facilities in accordance with The Forts' high standards of quality. The Janitorial Porter receives written and verbal instruction from the Senior Porter regarding tasks that need attention. In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests.

Primary Responsibilities

- Clean and sanitize restrooms, public areas and offices in accordance with established procedures and standards
- Maintains established cleaning schedule of meeting rooms so rooms stay presentable at all times
- Keep areas properly supplied with toilet paper, paper towels, soap and other items
- Perform high and low dusting
- Clean furniture and metal fixtures
- Sweep, mop and/or vacuum floors and rugs; vacuum and extract carpets
- Empty trash and recycle containers
- Use chemicals, supplies and equipment in accord with written and verbal instructions
- Wash interior and exterior windows
- Secure interior doors upon completion of cleaning assignments
- Observe and report suspicious activity
- Maintain inventory of consumables such as chemicals and paper products and submit supply orders to the manager in a timely manner to avoid running out of stock
- Step in for housekeeping, maintenance and laundry staff as needed
- Attend staff meetings as needed
- Other duties as assigned by supervisor or other management

Minimum Qualifications

1. High School Diploma or GED equivalent preferred
2. CPR Certification and/or First Aid training preferred
3. Willingness to maintain a neat, clean and well-groomed appearance in accordance with grooming standards
4. Washington State Driver's License (or similar) with a clean driving record

Knowledge, Skills, and Abilities

1. Requires bending, stooping, reaching up and lifting up to 50 pounds
2. Ability to walk or stand for prolonged periods
3. Ability to operate all necessary equipment
4. Available for flexible scheduling to meet the needs of the department
5. Ability to follow directions thoroughly
6. Ability to work in outdoor areas
7. Can work on own as well as part of a team

8. Strong service/quality attitude
9. Sense of urgency and ability to meet deadlines
10. Ability to work with minimal supervision
11. Ability to prioritize and organize

Key competencies

Key competencies include attention to detail, customer service, integrity, dependability, reliability, problem solving, and strong customer service orientation. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority** is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.*

Employee (Print Name)

Employee Signature

Date

Senior Porter

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			x		
Walking				x	
Standing				x	
Running			x		
Bending or twisting				x	
Squatting or kneeling				x	
Reaching above shoulder level				x	
Climbing (e.g. ladders)				x	
Driving cars, light duty trucks				x	
Driving heavy duty vehicles				x	
Repetitive motion of hands/fingers				x	
Grasping with hand, gripping				x	
Lifting/carrying 10-25 pounds				x	
Lifting/carrying 26-50 pounds				x	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds				x	
Pushing/Pulling				x	
Using Foot Controls			x		
Work in/exposure to inclement weather			x		
Work in/exposure to cold water			x		
Exposure to dust, chemicals or fumes			x		
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Swimming, scuba diving	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases	x				
Exposure to blood, body fluid, or potentially contaminated materials		x			
Exposure to needles or sharp implements		x			
Use of hot equipment (e.g., ovens)		x			
Exposure to electrical current		x			
Seeing objects at a distance			x		
Seeing objects peripherally			x		
Seeing close work (e.g., typed print)			x		
Distinguishing colors			x		
Hearing conversations or sounds			x		
Hearing via radio or telephone			x		
Communicating through speech			x		

	NA	NE	O	F	C
Communicating by writing/reading			X		
Distinguishing odors by smell			X		
Distinguishing tastes		X			
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date