

Job Title:	Event Porter, School Year
Department:	Facilities
Supervisor:	Coordinator for Custodial and Facilities Services
Job Type:	Full-Time; Teacher Schedule [10-month]
Employment Classification:	Non-Exempt
Supervisory Role:	No

Job Summary

As a member of the facilities team, and under supervision, the Event Porter, School Year must be able to work in a fast paced, high intensity environment to include overall building and grounds maintenance in preparation for daily events.

Essential Job Functions **must be able to lift in excess of 50 pounds multiple times daily*

- Set up and take down tables and chairs for programs as well as lunch tables daily.
- Remove lunch trash.
- Move equipment and furniture, tables, and chairs.
- Collect and dispose of waste, shovel snow, maintain outside sidewalks, and assist in keeping outside premises in an orderly fashion.
- Clean, sweep, mop and scrub floors by hand or machine; clean carpet.
- Clean and sanitize restrooms.
- Wash windows, doors, walls, light fixtures and ceilings.
- Stock needed materials and supplies.

Core Competencies

- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.
- **Communication:** Ability to communicate clearly and effectively and take direction from supervisors. Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, and writes clearly and informatively.
- **Organization:** Maintains clean, functional workspace, continuous workflow to meet daily/weekly/monthly deadlines.
- **Teamwork / Morale:** Treats others with professionalism, gives and welcomes feedback, inspires the trust of others, displays a solution-driven mindset, offers assistance and support to co-workers

consistent with this role, works cooperatively and collaboratively in group situations. Engages consistently in professional behavior.

- **Training:** Completes required training timely.

Other Duties

- Attend required meetings and training.
- Other duties as assigned.

Qualifications, Experience, and Education

- Ability to effectively work independently and as a team player by collaborating with full/part time staff, volunteers, vendors, patrons, and service contractors.
- Strong work ethic with a professional, resourceful style that includes a predilection for time management.
- Ability to prioritize and manage multiple tasks and projects at one time with a proven level of productivity, accuracy, and quality.
- Ability to communicate with others to convey information effectively.
- Ability to give full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to understand written sentences and paragraphs in work related documents.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Qualities and Traits

- Seeking longevity/commitment to the school and the position.
- Social Perceptiveness, ability to be aware of others' reactions and understand why they react as they do.
- Service Orientation, ability to actively look for ways to help people.
- Problem Solver, ability to identify problems and offer options to implement solutions.
- Good communicator.
- Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.

Working Environment and Physical Requirements

- Physical job which requires the ability to bend or twist the body, as well as kneeling, crouching, stooping, and/or reaching.
- Ability to lift in excess of 50 pounds.
- Ability to stand often, walk, reach with hands and arms, and frequently climb stairs.
- Occasional use of ladders or scaffolds and the ability to climb them.
- Ability to physically respond to emergency situations (fire, tornado, student protection from intruder, etc.).
- Potential for exposure to bloodborne pathogens and communicable diseases.

This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.

Acknowledgment

I, _____ (Print Name) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date