

# Job Description

## Garage Maintenance Porter

### Responsibilities:

Basic Function: To maintain a clean parking facility / lot / sidewalks by performing all the necessary maintenance and cleaning tasks.

### Essential Duties and Responsibilities:

- Responsible for being at work every scheduled day, on time and in full uniform.
- Perform all cleaning tasks as outlined on the provided checklist and as directed by the Area Manager/Supervisor. This includes but is not limited to removing all trash/debris from the parking surfaces, sidewalks, stairwells and elevators using such tools as brooms, mops, brushes, blowers and other hand tools.
- Emptying all trash containers and relining with clean bags.
- Paint any and all areas of each parking facility as outlined with the provided checklist or as directed by your immediate supervisor to ensure that all painted surfaces such as signs, doors, walls, curbs, islands, etc. are properly maintained and look neat and clean.
- Report any known, observed or suspected violations of company policy, safety hazards or any unusual occurrence to your immediate supervisor in a timely manner.
- Ability to give directions to customers for various locations in the city.
- Resolves customer complaints independently or with the aid of a supervisor.
- Answers telephone or two-way radio (when applicable) in a prompt and courteous manner.
- Greet and assist all customers, clients and visitors and promote good customer relations by consistently providing premier customer satisfaction as directed by management.
- Conducts timely checks to see if a proper inventory of necessary work aids and supplies are on hand for the prompt completion of your duties.
- Be familiar with all aspects of the operation and cover other duties including cashier etc. on an as needed basis.
- Perform other duties as directed by management.

### Requirements:

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Background Check:** Must successfully pass a criminal background check.

**Education and/or Experience:** High School Diploma (or GED equivalent) or combination of education and experience. Unless otherwise noted a valid United States Drivers License and acceptable DMV record.

**Written Skills:** Writes clearly and informatively; Able to read and interpret written information.

**Language Skills:** Able to read, write and interpret the English language. Ability to respond to common inquiries or complaints from customers.

**Driving Skills:** Must possess a US issued valid driver's license with a clean motor vehicle record.

**Customer Service:** Maintains positive attitude. Responds to request for service or assistance.

**Adaptability:** Adapts to change in the work environment; Able to deal with change, delays or unexpected events.

**Judgment:** Exhibits sound and accurate judgment.

**Professionalism:** Reacts well under pressure.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. These demands are as follows.

While performing the duties of this job, the employee is regularly required to use hands and fingers and to communicate with customers and fellow employees. The employee is frequently required to sit; reach with hands and arms; stand; walk. The employee is also frequently required to climb, balance, stoop, kneel, and crouch. In addition, this employee is required to often twist, turn, stretch and bend on a regular basis. The employee must be able to lift and move 50 pounds or more regularly. The employee must be able to move in a relatively quick manner. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range:  
\$14.00 - \$18.00 hour