



Facilities Maintenance Porter JOB DESCRIPTION

POSITION: Facilities Maintenance Porter
DEPARTMENT: Facilities
REPORTS TO: Operations Supervisor
HOURS: Monday-Friday, 8:00am – 5pm with evenings and weekends as required

POSITION SUMMARY:

This position will perform general maintenance for the facility, daily custodial / janitorial services and maintain both exterior and exterior parameters. The physical demands of this job require a visible willingness to get your hands dirty when the job calls for it. Keep the grounds and facilities in a clean working order.

DUTIES AND RESPONSIBILITIES:

- Responsible for keeping the warehouse clean and maintained. Including but not limited to sweeping, mopping and scrubbing (with machinery), dusting, clearing all racks of dirt and spider webs, cleaning up spills and keeping general supplies organized.
- Walk the exterior and interior of property and grounds each morning, picking up trash and debris to maintain curb appeal.
- Clean interior office areas Monday-Friday, including emptying of trash, vacuuming of floors, mopping, dusting, cleaning breakrooms, restrooms and offices, as well as other routine cleaning as needed to ensure a clean and fresh facility.
- Perform basic cleaning in warehouse as scheduled, dusting racks and cleaning webs with appropriate equipment and supplies.
- Perform basic interior maintenance including changing of lights, maintaining floors, fixtures, painting maintenance and repairs to ensure general upkeep of the facility.
- Perform grounds maintenance such as weeding, mowing and cleaning of fence lines.
- Maintain the outside of building, including washing of windows and doors and power washing of outside exterior as needed.
- Travel to local vendors, as needed, to pick up supplies or for repairs on equipment
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods both internal and external.

Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

KNOWLEDGE AND SKILLS REQUIRED:

- Ability to give and receive verbal and written instruction clearly.
- Hand and power tool knowledge and experience.
- Knowledge of warehouse operations
- Working knowledge of lawn equipment, floor scrubbers, manual and electronic pallet jacks.
- Knowledge of safety practices

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:

- MS Office Suite proficient.

EDUCATION AND EXPERIENCE REQUIRED:

- High School diploma
- Valid driver's licenses and clean driving record
- Minimum of 2 years' experience in janitorial, maintenance and/or warehouse facilities environment.
- Forklift experience preferred

TRAVEL REQUIREMENTS

Travel: No

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong work ethic and a passion for the mission of the Food Bank.
- Able to work as a team with Food Bank staff.
- Professional, friendly, with a genuine interest in people.
- Maintain a positive disposition in a fast-paced intense work environment.
- Enjoy working with a vast array of people and personalities.
- Attention to detail, and adaptable to changing conditions.

- Can multi-task despite frequent interruptions.

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

- Ability to lift and move up to 50 lbs.
- Willing to work in extreme temperatures (30 to 110 degrees). Inside and outside
- Extensive standing, kneeling, reaching and stooping

DISCLAIMER:

Montgomery County Food Bank is an Equal Opportunity Employer and employment “at will” organization. This job description does not imply or constitute an offer of employment.