

**Quality Janitorial Services**  
**Position Description**  
**Day Porter II**

**Nature/Scope of Position**

Porter II is responsible for performing general outdoor porter/custodial assignments ensuring that shopping centers and construction clean-up projects are properly cleaned and inspected. Individual is responsible for maintaining and cleaning site storage rooms and equipment, providing weekly employee time cards and stocking of supply and equipment requests to Supervisor. Individual is responsible for providing daily and weekly status reports and notifying management of issues.

**Essential Duties:**

- Empty trashcans, replace plastic liners and wipe trashcan lids
- Pick up all trash and debris from sidewalks
- Wipe down window ledges
- Remove any fliers and posters from light poles and building
- Use scrapers to remove all gum, candy and food from sidewalks
- Pick up trash and sweep out trash enclosures
- Provide weekly-required documentation, reports and time cards each Friday notifying management of issues at job sites
- Other various maintenance projects as assigned by management

**Essential Skills/Experience:**

- Experienced and trained, individual should have minimum of three to five years direct custodial/industry experience
- Individual must be able to lift 50 pounds
- Individual must be able to work in outdoor environments (*i.e.* heat, wind, dust, rain and a lot of walking)
- Individual must be able to communicate with clients both verbally and in writing
- Must have dependable transportation, valid California driver's license and be willing to travel to multiple locations daily
- Department of Motor Vehicles Printout required
- Ability to provide right to work in U.S. (I-9 Form)

**REV. 10/1/06**