



PROPERTY ONE

JOB DESCRIPTION FOR

Job Title: Building Porter
Supervisor: Manager of Condominium Services
Property: 1205 St. Charles Avenue
Location: 1205 St. Charles Avenue, New Orleans, LA

Purpose: **To provide housekeeping and janitorial functions in an effort to successfully meet the property cleaning schedule.**

Specific Responsibilities:

- **Maintain housekeeping duties as per attached schedule.**
- **Be attentive to residents' requests.**
- **Be attentive to common area needs and requirements.**
- **Maintain proper inventory of cleaning supplies and equipment.**
- **Report deficiencies to supervisor.**
- **Make rounds as per cleaning schedule.**
- **Assist maintenance and concierge staff as needed.**
- **Relieve concierge as necessary (lunch, restroom, emergency).**
- **Respond to emergencies as directed and needed.**