



PROPERTY ONE
JOB DESCRIPTION FOR

Job Title: Building Porter

Supervisor: Property Manager

Property: Federal Fiber Mills, New Orleans, LA 70130

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

Specific Responsibilities:

- Maintain housekeeping duties as per 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.
- Perform light maintenance duties as necessary