

MICHIGAN STATE CAPITOL COMMISSION

POSITION DESCRIPTION

This position description does not constitute a contract.

POSITION: Porter
AGENCY: Michigan State Capitol Commission - Facilities Operations
STATUS: Full-time or Part-time

GENERAL DESCRIPTION OF POSITION:

Perform work to make sure that Capitol building is neat, clean, and free from clutter at all times. Porters spend their shifts picking up trash, sweeping, mopping, vacuuming, and using industrial cleaning equipment to ensure the building is clean and functional. Duties include cleaning floors and restrooms and stocking cleaning supplies. Excellent Customer service is a must with this position.

EXAMPLES OF WORK:

- Picking up trash from assigned areas
- Sweeping
- Mopping
- Vacuuming
- Clean floors
- Clean and stock toilet rooms
- Maintain and stock mobile cart
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional customer service skills
- Ability to maintain favorable public relations and work cooperatively with management staff, other employees, contractors, and building tenants

- Ability to learn and utilize CPR and first aid skills
- Ability to maintain work schedule and work standards
- Ability to deal with frequent changes, delays, or unexpected events
- Ability to maintain professional and favorable positive relations

MINIMUM QUALIFICATIONS FOR THE POSITION:

- High School Diploma/GED recommended
- Previous Housekeeping/Porter experience a plus
- Must be physically able to perform the essential functions of the position, which includes being on your feet for extended periods of time

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work irregular hours, including evenings, holidays, and overtime as required
- Must pass criminal history background check