

# **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:**

Employees in this job perform janitorial work to ensure the Michigan Capitol building and Heritage Hall are neat, clean, and orderly, ensuring a safe and welcoming environment for visitors and occupants. Porters work an eight-hour daily shift 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, stocking cleaning supplies, polishing brass, cleaning windows, and other tasks as assigned. Excellent customer service and dependability are a must. May assist building trades and Capitol Facilities staff with other tasks as needed.

### **EXAMPLES OF WORK:**

- Perform cleaning and janitorial work for the interior facilities of the Capitol Building and Heritage Hall, including cleaning common hallways, stairwells, offices, restroom, legislative chambers, and high-touch areas.
- Empty trash receptacles and maintain cleanliness in designated areas.
- Operate cleaning equipment such as vacuum cleaners, floor buffers, and other machinery.
- Conduct floor care activities such as daily sweeping, mopping, vacuuming, buffing, and stripping floors.
- Dust and polish building surfaces and windows to ensure they are well-maintained.
- Maintain cleanliness in restrooms, including general cleaning, sanitizing, and restocking supplies.
- Maintain a fully stocked mobile cart with all supplies readily available.
- Report maintenance issues or safety hazards to the appropriate personnel promptly.
- Ensure cleaning supplies and equipment are used safely and stored properly after use and in compliance with safety standards.

- Respond promptly to cleaning requests from staff or management to address urgent needs.
- Engage in special cleaning projects as needed for a largescale facility and in specialized areas.
- Assist with event set up as needed.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Previous experience in custodial or janitorial services.
- Exceptional customer service skills are required.
- Strong attention to detail with a commitment to quality work.
- Ability to clean thoroughly and efficiently.
- Ability to work independently and as part of a team.
- Demonstrates honesty, integrity, and a strong work ethic.
- Ability to communicate professionally and work cooperatively with management staff, coworkers, contractors, and building tenants.
- Ability to learn and utilize CPR and first aid skills.
- Ability to maintain work schedule and high work standards.
- Effective time management skills to complete work tasks.
- Ability to adapt to frequent changes, delays, or unexpected events.
- Ability to maintain professional and favorable positive relations.

**MINIMUM QUALIFICATIONS FOR THE POSITION:**

- High school diploma/GED desired; must be age 18 or older.
- Previous janitorial or cleaning experience desired, but not required.

- Strong work ethic and positive attitude, with the ability to work independently and in a team environment to complete shift tasks and learn new skills.
- Excellent communication skills and customer service skills.
- Must be physically able to perform the essential functions of the position, which includes continuous standing and walking for extended periods of time, climbing stairs, lifting items up to 25 pounds, and moving items as needed. Will occasionally encounter toxic chemicals.

**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.

*Revised July 10, 2025*