

JOB POSTING

PORTER (PART-TIME)

Under the supervision of the AMP Manager and/or Assistant AMP Manager, the Porter is responsible for cleaning the common areas and offices of the community, including the grounds of the Agency's housing developments. The Porter will assist the Maintenance Technicians in making minor repairs, such as routine carpentry, electrical, and plumbing repairs that require minimum skills. Porters will be assigned to specific sites and will work up to a maximum of six (6) hours per day (30 hours per week).

The Porter is responsible for:

- Picking up trash on grounds, sweeping, and wet mopping stairwells along with emptying trash.
- Restocking restroom supplies including tissue, napkins, and soap dispensers.
- Washing interior and exterior windows weekly, including all glass entry doors.
- Cleaning exterior trash chute doors.
- Cleaning walls, ledges, and all other surfaces throughout all common areas and offices.
- Regularly and routinely dusting, wet mopping, waxing and buffing all floors as appropriate in the lobbies, offices, halls, restrooms, kitchen, laundry and community rooms to include clinic and lunch area.

Minimum qualifications:

High School graduate or general education degree (GED) preferred, however all relevant experience will be considered.

One year of experience in building maintenance or janitorial work is preferred.

Working knowledge of cleaning equipment operation to include vacuum cleaners, and electrical buffers. Practical knowledge of the use of cleaning chemicals and compounds is a must.

Must be a resident or willing to relocate to Marion County. Bilingual skills a plus.

For consideration please contact or send resume to:

Indianapolis Housing Agency
Human Resources Department
1919 N. Meridian Street
Indianapolis, IN 46202
Email: jobs@indyhousing.org
Job Line: (317) 261-7232
Fax: (317) 261-7176
EOE