



Achieving More Together

## Position Description

**TITLE:** Day Porter/Housekeeper  
**DEPARTMENT:** Facilities

**FUNCTION:** Under the supervision of the Director of Real Estate, the Day Porter/Housekeeper ensures the cleanliness and overall appearance of Al Sigl's common areas, including hallways, bathrooms, conference rooms, kitchenette areas, entrances, and other assigned spaces. Responsibilities include maintaining supply levels, organizing supply closets and carts, completing work orders, and using the online portal for data entry and time reporting. The role may involve non-housekeeping tasks, opening the facility when assigned, and providing off-hours or weekend support for special events and projects. The Day Porter/Housekeeper is expected to uphold high cleanliness standards, identify improvement opportunities, and complete additional duties as assigned.

**REPORTS TO:** Director of Real Estate

**RELATES TO:** Al Sigl Community and Member Agency staff.

**HOURS:** Full Time: 37.5 hours per week. Additional hours as necessitated by the responsibilities of the position.

**PAY:** \$19.00-22.00/hour based on experience.

### PRIMARY RESPONSIBILITIES:

- Complete daily cleaning tasks in all assigned locations.
- Perform non-housekeeping tasks as assigned.
- Maintain cleaning closets and carts.
- Monitor supply levels and report shortages to the supervisor for restocking.
- Utilize the Work Order System daily to complete assigned tasks.
- Use the online portal for data entry and time reporting.

### OTHER DUTIES AND RESPONSIBILITIES:

- Open the facility as directed by the supervisor.
- Perform non-housekeeping tasks as assigned.
- Respond promptly to all calls, emails, and pages.
- Attend meetings or conference calls as required.
- Provide off-hours and weekend support for coverage, events, and special projects as directed.
- Help maintain a clean, safe, and healthy environment across all properties, both interior and exterior, and report any concerns to management promptly.
- Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- High school graduate or equivalent required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skill in proper handling, operation, and maintenance of cleaning supplies as well as cleaning tools and equipment.
- Personal maturity, sound judgement, motivation, and integrity.
- Ability to safely handle and use cleaning chemicals
- High work ethic and sense of urgency in achieving results.
- Ability to establish priorities, work independently and proceed with objectives without immediate supervision.
- Team mentality and ability to encourage and motivate people.
- Ability and desire to function as a hands-on team player.
- Ability to function under stress and still maintain customer focus.

**SPECIAL REQUIREMENTS:**

- Must have flexibility to respond to changes in schedule due to emergency situations, special events, or immediate needs of tenants and customers.
- Will frequently lift, carry, push, pull, or otherwise move objects. Must be able to bend, twist, reach, stoop, and crouch in the performance of repairs.
- You must travel efficiently between offices, floors, and buildings frequently.
- Must have a valid New York State driver's license.

Please submit resume to:

Mark Ocwieja  
Al Sigl Community of Agencies  
1000 Elmwood Avenue, Suite 300  
Rochester, NY 14620  
mocwieja@alsigl.org