



### **Porter/Driver (Union)**

#### **Responsibilities will include the following tasks:**

- Maintain cleanliness of facilities
- Disinfect the building, bathrooms & offices
- Expected to report to work on time
- Paint and conduct minor repairs as needed
- Ability to mop and sweep floors
- Fulfilling special projects including but not limited: light carpentry, opening and closing facility, setting up rooms for special events (moving chairs and tables)
- Accepting and transporting food and merchandise deliveries
- Assemble furniture
- Remove garbage from offices and place them outside areas designed for disposal
- Ability to lift at least 75 lbs. multiple times a day
- Light plumbing work
- Ensure that all facility doors are locked
- Drive Senior Center Members to and from destinations
- Pick-up afterschool participants safely to and from destinations
- Must have a clean CDL with P and S endorsement
- Must pass pre-employment background check and drug test
- Other duties assigned.

#### **Educational qualifications:**

High School or GED diploma required. Must be able to read, speak and write in English.

Work schedule (40 hours a week) will vary based on operational needs.