



Naturally Occurring Retirement Community

@Bronx House

2425 Williamsbridge Road, Suite 1B

Bronx, NY 10469

t: 718.652.6363

f: 718.652.6886

www.bronxhouse.org

Job Description

Position/Title: Porter/Driver (Union position)

Location: Senior Services at Pelham Parkway Houses- NORC Program

Hours: Monday through Friday 9am-5pm

Staff reports to: Maintenance Director and supervised onsite by Pelham Parkway NORC Program Director

Salary: 31K

Overall Description:

The full-time maintenance/driver will keep the NORC office clean and make the office a welcoming place for clients. The staff will also drive the Bronx House bus for NORC residents to attend other programs and services.

Duties and Responsibilities:

- Maintain cleanliness of facilities
- Disinfect the office including bathroom & kitchen
- Conduct minor repairs as directed
- 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)
- Assemble furniture
- Remove garbage from offices and place them outside areas designed for disposal
- Ensure that all facility doors are locked
- Drive NORC Members 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.

Qualifications:

- High School or GED diploma required.
- Must be able to read, speak and write in English
- Bilingual in English and Spanish (Preferred)
- Strong interpersonal skills
- Weekend and holiday work are required based on operational needs

Covid-19 considerations:

All employees are required to be fully vaccinated, wear facemask and complete daily health screenings.

Bronx House is an Equal Opportunity Employer